



<b>Job Title:</b>	<b>Refuse Collector I</b>	<b>Department/Loc:</b>	<b>Sanitation</b>
<b>FLSA Classification:</b>	<b>Non-exempt</b>	<b>Date Drafted:</b>	<b>August, 2017</b>
<b>Reports To:</b>			

**Position Summary**

The purpose of the class is to collect refuse for the City. The class is responsible for collecting refuse and recyclables, and delivering to designated locations. The class works according to set procedures under direct supervision.

**Position Responsibilities - Essential**

*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

The tasks listed below are those that represent most the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Gathers trash, garbage, and recyclables from residential and commercial locations along a regularly scheduled route; lifts and carries garbage cans or recycling bins by hand; picks up loose trash; deposits the refuse and recyclables into truck for transport to designated locations; operates a hydraulic lift that picks up and empties refuse containers.
- Assists in cleaning and performing light maintenance tasks on the collection vehicles and other related equipment; operates vehicles and equipment in a proper manner to ensure efficient and safe operations at all times.
- Assists truck drivers in maneuvering trucks on assigned routes. Assists drivers with truck inspections and reports of malfunctions.
- Utilizes and wears appropriate safety gear, i.e. glasses, vests, boots and gloves when handling and collecting refuse.
- Uses proper safety measures and precautions in operating sanitation equipment in order to prevent any accidental injury.

**Position Responsibilities - Non-Essential/Other**

- May participate in special collection trips to clean up after storms or other such events.
- Performs other related duties and other duties as assigned.

**Essential Skills and Experience**

- High school graduate or equivalent
- Requires performing simple, repetitive manual, or operating tasks following a few definite procedures; requires minor short term planning; requires little attention for accurate results.
- Requires comprehending simple signs, labels, symbols; understanding routine lists of instructions when explained; little or no reading or writing required by the job; basic speaking skills not necessarily including complete sentences.
- Requires performing routine work using common sense.
- Requires handling or using tools or equipment requiring little or no instruction and experience such as pitchforks.

**Mental & Physical Demands - ADA Guidelines**
**Physical Demands**

- |                 |            |                        |            |
|-----------------|------------|------------------------|------------|
| • Sit           | Frequently | • Reach Above Shoulder | Frequently |
| • Walk          | Frequently | • Climb                | Frequently |
| • Stand         | Frequently | • Crawl                | Frequently |
| • Handling      | Frequently | • Squat or Kneel       | Frequently |
| • Reach Outward | Frequently | • Bend                 | Frequently |

**Lifting Requirements**

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|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Frequently   |
| • 11-20 pounds      | Frequently | • >100 pounds   | Occasionally |
| • 21-50 pounds      | Frequently |                 |              |

**Pushing and Pulling Requirements**

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds  | Frequently   |
| • 13 to 25 pounds   | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds   | Frequently |                     |              |

**Definitions**

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|--------------|----------------|---|
| • <b>N/A</b> | Not Applicable | Activity is not applicable to this occupation                                     |
| • <b>O</b>   | Occasionally   | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)        |
| • <b>F</b>   | Frequently     | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <b>C</b>   | Constantly     | Occupation requires this activity more than 66% of the time (5.5+ hrs/day)        |

**ENVIRONMENTAL HAZARDS:**

The job may risk exposure to dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals and wildlife, vibration, fumes and/or noxious odors, traffic, moving machinery, disease/pathogens and toxic/caustic chemicals.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, field of vision, hearing and speaking.

*The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.*

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Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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