

## **TOWN OF CHASE CITY JOB DESCRIPTION**

**JOB TITLE: GARBAGE TRUCK LABORER  
PUBLIC WORKS DEPARTMENT**

### GENERAL STATEMENT OF JOB

Under general supervision, work involves garbage collection on designated routes in the Town of Chase City. Employee is expected to exercise caution at all times to ensure the safety of co-workers and passersby and adhere to traffic and safety rules. Employee must also exercise tact and courtesy in contact with the general public and be of good moral character. Reports to the Public Works Director.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### ESSENTIAL JOB FUNCTIONS

Loads garbage in truck from residences, commercial and other establishments as required.

Employee is supervised periodically to see that work has been adequately performed and by observation of the work in progress.

Employee must have willingness to continually perform manual work under varying climatic conditions and have ability to do heavy lifting.

Uses judgment in advising Public Works Director if garbage piles are excessive.

#### ADDITIONAL JOB FUNCTIONS

Assists with lawn maintenance and upkeep of town properties as required.

Performs other related work as required.

### MINIMUM TRAINING AND EXPERIENCE

Some experience with heavy manual labor and completion of a standard grade school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including lawn tractors, mops, rakes, brooms, vacuums and hand tools, etc. Must be able to exert up to 50 pounds of force occasionally and/or up to 25 pounds of force frequently, and/or up

to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates.

Language Ability: Requires the ability to read simple forms. Requires the ability to prepare time sheets and leave slips using prescribed format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas. Must be able to add, subtract, multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using motorized equipment, janitorial equipment and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items, such as motorized equipment, hand tools and janitorial equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and/or hear: (talking-expressing or exchanging ideas by means of spoken words; hearing-perceiving nature of sounds by ear).

**PERFORMANCE INDICATORS**

Knowledge of Job: Has considerable knowledge of the standards methods, materials and equipment employed in building and grounds maintenance operations. Has considerable knowledge of the operation of the equipment and tools used in grounds and building maintenance work. Has general knowledge of the occupational hazards and proper safety precautions to be taken in grounds maintenance work. Has general knowledge of the geographical layout of the Town. Is able to use power lawn mowers, tractors and power and hand tools. Is able to perform strenuous work under varying weather conditions. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified i.e., poor communications, variance with Town policy or procedures, etc.

Relationships with Others: Shares knowledge with supervisor for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments to project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Emphasizes the importance of maintaining a positive image within the Town. Interacts effectively with fellow employees, the Public Works Director, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.