



TOWN OF TAPPAHANNOCK

Job Description

JOB TITLE: **REFUSE COLLECTOR I**
GRADE: 1
FLSA: Nonexempt
DEPARTMENT: Public Works
EFFECTIVE DATE: January 2025

MAJOR PURPOSE:

Under general supervision of the Public Works Superintendent, collects refuse and waste according to an assigned route and loads and unloads refuse collection trucks. Maintains and monitors the truck for any necessary repairs.

ESSENTIAL JOB FUNCTIONS:

- Picks up garbage, recycling, and refuse, loads and unloads refuse collection trucks.
- Maintains the truck by filling the vehicle with fuel, washing and sweeping it out, and ensuring that the brake and back up lights are functioning properly.
- Engages in safe working practices and complies with safety programs and guidelines.
- Prepares daily inspection reports, pre-trip check sheets, log sheets and operating records.
- Interacts with citizens and customers by explaining refuse collection codes and procedures.
- Effectively communicates with customers, employees, and supervisors.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Physical ability to perform heavy manual work.
Ability to follow oral instructions.
Ability to follow safety guidelines and report unsafe practices.
Ability to complete log sheets and records.
Ability to drive a truck.

MINIMUM QUALIFICATIONS:

Any combination of education, experience, and training equivalent to four years of high school, plus some experience performing heavy, manual work.

PREFERRED QUALIFICATIONS:

Six months of heavy manual work
Possession of a valid Commercial Driver's License (CDL)

REQUIRED LICENSES/CERTIFICATES:

Possession of a valid Virginia Driver’s license

WORKING CONDITIONS:

Worker will be subject to outside environmental conditions such as, extreme weather, cold, heat, noise, odors, vibrations, and hazards.

Requires on-call ability as well as weekends, holiday, and overtime work.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: _____ SIGNATURE OF TOWN MANAGER: _____