



## **TAMALPAIS COMMUNITY SERVICES DISTRICT**

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### **RESOLUTION NO. 2023-05**

#### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT APPROVING REVISED JOB DESCRIPTIONS AND CLASSIFICATIONS FOR FACILITY ATTENDANT AND SOLID WASTE DRIVER**

**WHEREAS**, periodic review of job descriptions and classifications is a recommended best practice of local government; and

**WHEREAS**, the process of review provides an opportunity to ensure that current job descriptions and classifications match the work being done by employees and that those duties meet the current needs of the organization; and

**WHEREAS**, in the past several months, District management staff has conducted a comprehensive review of all job descriptions for TCSD positions; and

**WHEREAS**, it is recommended to update the current job description for Refuse Worker and retitling to Solid Waste Driver, based upon the duties performed related to the collection and disposal of refuse, recyclables, and green solid waste; and

**WHEREAS**, it is recommended to approve a job description for Facility Attendant as there is currently not a Board-approved job description; and

**WHEREAS**, the Facility Attendant is primarily responsible for providing custodial and operational support to TCSD facilities (both indoor and park rental spaces), events, classes, and programs as well as assisting in the facilitation of private events for those interested in utilizing the facilities at the Community Center, Cabin, and the parks; and

**WHEREAS**, neither position has a recommended compensation adjustment.

**THEREFORE, BE IT RESOLVED** that the Tamalpais Community Services District approves the attached revised job descriptions and classifications for Facility Attendant (Exhibit A) and Solid Waste Driver (Exhibit B).

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 8th day of March 2023 by the following vote:

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AYES: S. Bartschat, J. Brown, S. Levine, J. Jacobs,  
M. McMahon  
NAYS:

ABSENT:



Steffen Bartschat, President

ATTEST:



Secretary, Tamalpais Community Services District



## TAMALPAIS COMMUNITY SERVICES DISTRICT

### FACILITY ATTENDANT

#### **DEFINITION**

Performs a wide variety of duties related to the support of District programs, events, and activities for the community as well as assisting in the facilitation of private events for those interested in utilizing the facilities at the Community Center, Cabin, and parks.

#### **DISTINGUISHING CHARACTERISTICS**

Incumbents are responsible for providing custodial and operational support to facilities (both indoor and park rental spaces), events, classes, and programs. Incumbents are expected to work independently and exercise judgement and initiative and receive only occasional instruction or assistance as new and/or unusual situations arise and are fully aware of the operating procedures and policies of the District.

#### **SUPERVISION RECEIVED AND EXERCISED**

- Receives general supervision from management staff and may receive direction from other staff.
- Exercises no supervision over staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*(Depending on assignment, may include but are not limited to, the following)*

- Operational support for District events and programs, as well as private classes, meetings, and programs, including set up and take down of tables, chairs, tents, equipment and supplies;
- Custodial and cleaning including, but not limited to, sanitization of high-touch surfaces, cleaning, sweeping, vacuuming, mopping, cleaning furniture, woodwork, fixtures, doors, windows, walkways, driveways and other facility grounds;
- Inspects facilities and equipment, reports issues in a timely manner to appropriate staff including his/her/their supervisor;
- Interact with instructors, clients and the general public. Receives and responds to questions, concerns and complaints from patrons; determines issues and resolves or refers them to the appropriate staff to address;
- Ability to communicate effectively orally and in writing in English;
- Open and secure facility before building use and shut down and lock up after building use in accordance with policies and procedures;
- Monitor facility, park and picnic rentals for proper usage and adherence to the rules, policies and procedures;
- May assist with parks, trails and open space maintenance, including, but not limited to, cleaning, sweeping, mowing, trimming, scrubbing, mopping, dusting, cleanup of animal waste, weeding, watering, painting, and repairing items as required;
- Participates in required training sessions, including safety drills and/or other emergency procedures; performs all work in a safe manner;
- Assists with District special events as directed;
- Responds and performs assigned work as a designated Disaster Service Worker in accordance with California State law during natural and man-made disasters and other emergencies; and
- Performs other duties as assigned.



## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Methods, materials and equipment used in the maintenance of buildings and grounds.
- Principles and practices of custodial and facility operations.
- Safety practices and equipment related to the work.
- Principles and practices of customer services, techniques for providing a high level of customer service.

### **Skill and Ability To:**

- Use, operate and maintain a variety of custodial, cleaning equipment and materials.
- Use and operate landscaping equipment.
- Drive forklift and vehicle with trailer.
- Perform minor maintenance duties.
- Follow District policies and procedures related to assigned duties.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Perform work as directed in an efficient, effective, safe and timely manner.
- Respond appropriately to changing situations.
- Demonstrate strong customer service skills and establish maintain and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone and in writing.
- Serve as a Disaster Service Worker as needed in emergencies per California State law.

### **Experience and Training Guidelines:**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

- High School Diploma or equivalent.
- Demonstrated knowledge and/or experience in building maintenance/repair, working as an event/building attendant, and/or other related activity.

### **License or Certification:**

- Possession of a valid California class C driver license upon appointment.

### **Pre-Employment Conditions:**

- Department of Justice criminal history fingerprint clearance.
- Background check.
- Medical screening and drug testing clearance.
- Work Permit, if applicable.

## **PHYSICAL WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must possess mobility, strength, and stamina to perform physical work for extended periods of time.
- Operate a wide variety of cleaning and landscaping tools and equipment. Finger dexterity needed to operate tools and equipment.

- Work activities may require standing, walking on uneven and slippery surfaces, using ladders, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, climbing, grasping and making repetitive hand movement in the performance of daily duties.
- Work may be performed in both indoors and outdoors environments with exposure to dust and/or other allergens, odors, noise, weather, uneven surfaces and terrain and confining workspaces.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.
- Incumbents must possess the ability to lift, carry, push and pull materials and objects weighing up to fifty (50) pounds or heavier weights with assistance and/or the use of proper equipment.
- Incumbents work both in indoor and outdoor environments with moderate to loud noise levels, wet and/or slippery conditions, chemicals, mechanical and/or electrical hazards. May work in controlled and uncontrolled temperature conditions, cold and hot temperatures or inclement weather conditions.
- Must be able to travel to different work sites and locations.
- Must be able to work flexible hours and may be assigned irregular work hours including early mornings, late evenings, weekends, and holidays.

**COMPENSATION:**

Per adopted salary schedule, benefits resolutions, and/or personnel policies.

Board Approval Date: 03/08/2023



## TAMALPAIS COMMUNITY SERVICES DISTRICT

### SOLID WASTE DRIVER

#### **DEFINITION**

Under general supervision of the Operations Superintendent, the Solid Waste Driver provides refuse collection and disposal in a safe, courteous, and efficient manner in compliance with State and Federal regulations and TCSD policies.

#### **DISTINGUISHING CHARACTERISTICS**

Incumbents are responsible for driving manual and/or automated waste collection vehicles varying in size, and for providing prompt, courteous and complete waste, greens, and recycling collection and removal services from customer locations. Incumbents are expected to work independently and exercise judgement and initiative and receive only occasional instruction or assistance as new and/or unusual situations arise and are fully aware of the operating procedures and policies of the District.

#### **SUPERVISION RECEIVED AND EXERCISED**

- Receives general supervision from management staff and may receive direction from other staff.
- Exercises no supervision over staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*(Depending on assignment, may include but are not limited to, the following)*

- Performs required driver check-in procedures at the beginning of each day's shift.
- Performs heavy manual labor in the collection of waste, greens and recycled materials.
- Performs complete daily routine safety pre-trip inspection on the assigned vehicle including, but not limited to, checking tire pressure, fluid levels, safety equipment, gauges and controls.
- Ensures all safety measures appropriate for operation of assigned vehicle are consistently and efficiently applied.
- Performs assistance to other solid waste drivers as needed to complete the daily operations; work is to be conducted as part of a team.
- Drives a heavy truck along residential and/or commercial routes and to disposal area(s).
- Climbs into and out of truck at customer locations and disposal area(s).
- Lifts and carries residential waste, recycling, and greens to truck and deposits into compactor.
- Operates hand hydraulic and other controls to lift containers, cycle compactor and dispose of collected material at the designated facility.
- Operates vehicle in all assigned service areas in a timely and efficient manner.
- Courteously interacts with customers, residents, supervisors, and other employees.
- Maintains good customer relations and positively influences the community's perception of TCSD throughout all applicable service areas by exhibiting positive, helpful behaviors and attitudes.
- Loads all assigned materials into truck.
- Writes labels and tags ("oops tag") on unsatisfactory waste, greens, and recycling containers and/or refuse.
- Cleans up the area around an accidental waste and/or spill. Assures materials being transported comply within the legal load limits.

- Ensures hazardous materials are not accepted, as best that can be determined.
- Reads route sheet, follows route map, and services each customer as identified on the route sheet or as assigned by supervisor.
- Performs driver checkout procedures upon returning to the facility at the end of the day.
- Follows all safety policies and procedures in accordance with the current safe practices.
- Responds and performs assigned work as a designated Disaster Service Worker in accordance with California State law during natural and man-made disasters and other emergencies.
- Performs other job-related duties as assigned.
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### **PHYSICAL REQUIREMENTS**

- Must be physically mobile within a field environment for indefinite periods of time. May involve working in inclement weather.
- Involves working in a waste and hazardous waste collection, disposal, recovery, recycling environment.
- Involves sitting, standing, walking, pushing, and pulling, reaching above shoulder level, lifting and carrying up to 70 pounds and occasionally heavier weights, using both hands for simple and firm grasping, climbing stairs and fine finger manipulation, e.g., keyboard and mobile/radio phone skills, reading and route-related decision making.
- Requires clarity of hearing.
- Requires the ability to communicate clearly and effectively in English, in person, in writing, and by telephone (includes texts) and email.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

- Safety practices and equipment related to the work.
- Principles and practices of customer services, techniques for providing a high level of customer service.
- Capability and safe operation of heavy vehicles and mechanical and hydraulically operated refuse equipment.

#### **Skill and Ability To:**

- Perform minor maintenance duties.
- Follow District policies and procedures related to assigned duties.
- Maintain equipment in a clean, safe, and secure manner.
- Perform work as directed in an efficient, effective, safe, and timely manner.
- Respond appropriately to changing situations.
- Ability to work cooperatively as part of a team and able to take direction.
- Demonstrate strong customer service skills and establish maintain and foster positive and effective working relationship with members of the public and other District employees.
- Use English effectively to communicate in person, over the telephone and in writing.
- Math: ability to perform basic math calculations for proper service determination.
- Serve as a Disaster Service Worker as needed in emergencies per California State law.

#### **Experience and Training Guidelines:**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

- High School Diploma or equivalent.
- Requires 2 years related experience.
- Basic verbal, written and electronic device communications skills.

**License or Certification:**

A valid Class B or higher commercial California Drivers' License with a clean driving record is required and must be maintained during employment.

**Pre-Employment Conditions:**

- Department of Justice criminal history fingerprint clearance (Live Scan).
- Background check.
- Medical screening and drug testing clearance.
- Work Permit, if applicable.

**PHYSICAL WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must possess mobility, strength, and stamina to perform physical work for extended periods of time.
- Work activities may require standing, walking on uneven and slippery surfaces, using ladders, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, climbing, grasping and making repetitive hand movement in the performance of daily duties.
- Writing: annotates service orders with actions taken and descriptions of work done
- Very repetitive work procedures and routine daily work practices.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.
- Incumbents must possess the ability to lift, carry, push and pull materials and objects weighing up to seventy (70) pounds or heavier weights with assistance and/or the use of proper equipment.
- Incumbents work both in indoor and outdoor environments with exposure to dust and/or other allergens, odors, noise, weather, uneven surfaces and terrain and confining workspaces moderate to loud noise levels, wet and/or slippery conditions, chemicals, mechanical and/or electrical hazards. May work in controlled and uncontrolled temperature conditions, cold and hot temperatures, or inclement weather conditions.
- Exposure to fumes and gases from internal combustion engines and exposure to dust and fumes generated.
- Must be able to travel to different work sites and locations.
- Must be able to work early morning hours and may be assigned work hours during weekends and holidays.

**COMPENSATION:**

Per adopted salary schedule, benefits resolutions, and/or personnel policies

Board Approval Date: 03/08/2023