

RECYCLING WORKER / GENERAL SERVICE WORKER

PURPOSE OF POSITION

Under general supervision, collects residential and commercial recycling on designated routes within municipality. Delivers materials to recycling centers. Hauls roll-off containers to recycling centers. Maintains and services packer trucks and other equipment. Assists solid waste collections as needed. Performs duties related to the Street Department. Duties include all aspects of street maintenance work as well as assisting all other City departments as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required as assigned.

1. Collects recyclable materials on designated residential recycling routes. Operates automated truck to dump containers. May require manual lifting of containers.
2. Collects recyclables and cardboard from Commercial customers. Operates automated truck to empty dumpsters. Requires manual lifting and carrying of loose or bagged materials.
3. Operates a straight truck to haul roll-off containers from Jefferson and neighboring communities; deliver recyclables to recycling centers.
4. Assists with collection of solid waste material on designated routes within municipality and dumps material into truck. Operates automated truck to dump containers. May require manual lifting of containers.
5. Assists with collection of extra items after route to include furniture, appliances, carpet and other bulky items; Requires heavy lifting up to 60 lbs.
6. Records fees for extra items and forwards such fees to City Hall.
7. Performs routine maintenance and repairs on packer trucks and keeps daily logs on maintenance; Performs daily pre-trip and post-trip inspections of trucks and equipment to ensure safe and proper operation.
8. Maintains cleanliness and basic upkeep of vehicles, including washing trucks, checking fluid levels, and reporting maintenance needs or mechanical issues.
9. Responds to emergency and on-call situations in a timely fashion.
10. Performs other tasks within the public works area as required including streets, parks, cemetery and sanitation.
11. Ensures City streets are maintained and clear of debris or snow. Performs street repair and maintenance such as patching and filling potholes.
12. Helps create a safe and efficient street system by placing or maintaining street signs, signals, striping, painting, or other control mechanisms.
13. Assists with construction projects such as street construction, patching, storm sewer, water mains, alley, parking lot, or minor facility construction projects.
14. Plants, trims and/or removes trees or other landscaping within the right of way or at other public facilities.
15. Operates trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, materials, supplies, recyclables, and solid waste.

16. Operates a variety of construction or power equipment, such as mechanized lift, back-hoe, dump truck, snowplow, grader, end-loader, jackhammers, mowers, tractors, skid loader and other small equipment and tools to maintain street and utility systems.
17. Assists with yard waste, brush and leaf pickup program. Clears storm-related debris.
18. Assists other departments within the City as needed.
19. Performs other job functions as deemed necessary by the Public Works Director or department head.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment such as automated garbage truck, straight truck, dump truck, pickup truck, tractor, street sweeper, snowplow, backhoe, road graders, jackhammers, mowers, loaders, chipper, tar kettle, leaf blower, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, mobile radio, phone.

QUALIFICATIONS FOR APPOINTMENT

Required Knowledge, Skills, and Abilities:

Outside work involving constant standing and walking. Work involves lifting, pushing, pulling, carrying heavy objects and materials including containers weighing up to 60 lbs. and frequent periods of sustained physical activity involving climbing, balancing, stooping, kneeling, crouching, reaching and handling. Must be agile and adapt to a variable routine.

Exposure to temperature changes, humidity, noise and vibration. Job requires eye/hand/foot coordination, manual and finger dexterity, and motor coordination. Position requires demonstrated ability to insert, throw, dump and place heavy materials into equipment, start, stop and observe functions of equipment and the moving and carrying of heavy objects.

Normal talking and hearing ability.

Requires clarity of vision 20' or less and 20' or more with high degrees of depth perception and field of vision.

Must be able to adapt to a wide variety of work related to the requirements of all city operations. Must possess ability to perform heavy manual labor; to follow oral and written instructions; to keep accurate records; to work out-of-doors in all types of weather conditions.

Class B CDL with Air Brake Endorsement required.

EOE