

## POSITION DESCRIPTION

Position Title: **Solid Waste Collector**  
Department: **Public Works**  
Division: **Solid Waste**  
FLSA: **Non-Exempt**  
Retirement: **KPERS**  
Effective Date: **November 6, 2024**

### **GENERAL PURPOSE**

Performs a variety of unskilled and semi-skilled work and operates a variety of equipment in the collection of solid waste.

### **SUPERVISION RECEIVED**

Works under the immediate supervision of the Solid Waste Equipment Operator III with general oversight by the Assistant Superintendent of Operations.

### **SUPERVISION EXERCISED**

Generally none, but may be required to work as lead crewmember with assigned temporary personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Duties listed below do not include all tasks which may be performed.)

- Performs as a solid waste collector over a designated route picking up solid waste containers including recyclable or yard waste as assigned and depositing the containers into a collection vehicle.
- Operate a pickup truck and attached trailer while picking up recyclable or solid waste from residents as needed and transport to a final destination.
- Be able to work a flexible schedule as needed to complete a regular 40-hour workweek.
- Make special collections as assigned.
- Notes variances to prescribed service.
- Maintains radio or other communications with the office to receive or report variances to standard operations.
- Observes surrounding conditions such as citizens, equipment, property, etc. in order to assure that solid waste is collected in a safe manner; regulates traffic in hazardous conditions in order to assure safety conditions for the collection personnel and the general public.
- Assists with the twice weekly cleaning of all Solid Waste equipment.
- May be required to drive vehicle for collection route, to a sanitary landfill, transfer station or compost facility and unload collection vehicle.
- When required to operate a vehicle, will conduct an inspection of tire pressures, hydraulic pressure, air tanks, hydraulic fluids, transmission fluids, power steering fluids, lights and other critical parts of assigned equipment prior to the execution of the daily task.
- Performs routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor.
- Maintains a variety of records relating to inspections, maintenance activity, collection activity, etc., when required to operate solid waste equipment.

- Responds to complaints at the curb, resolves complaints within scope of authority, and explains actions to supervisor.
- Performs all duties in conformance to appropriate safety and security standards.
- May perform other duties as assigned.

**PERIPHERAL DUTIES**

May serve on various employee or other committees as assigned.

**MINIMUM QUALIFICATIONS**

***Education and Experience:***

- (A) Be at least 18 years of age at time of hire.
- (B) Graduation from high school education or GED equivalent.
- (C) Minimum six (6) months experience with physical labor.
- (D) Possess a valid driver’s license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- (E) Must have, or obtain, CDL license within one (1) year of employment and maintain for duration of employment.

***Necessary Knowledge, Skills, and Abilities:***

- (A) Some knowledge of equipment, methods and procedures used in solid waste, recyclable collection activities; the hazards of applicable safety rules and precautions involved in equipment operation; traffic laws and ordinances.
- (B) Skill in operation of some of the listed tools and equipment.
- (C) Ability to perform heavy manual tasks for extended periods of time; Ability to complete tasks in an efficient manner within scheduled timeframes; Ability to work safely; Ability to establish and maintain effective working relationships with employees, supervisors and the general public; Ability to understand and carry out written and oral instructions; Ability to work a flexible schedule.

**DESIREABLE QUALIFICATIONS**

Minimum six (6) months experience in the operation of trucks and other light automotive and non-automotive equipment.

**TOOLS AND EQUIPMENT**

Motorized vehicles and equipment, including packer truck, recycling collection truck, utility truck, dump truck, hydraulic lifts, roller, skid loader, common hand and power tools, wrenches, shovels, rakes and mobile or portable radio.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and walk and sit. The employee is occasionally required to hear and talk.

The employee must constantly lift and/or move up to 65 pounds and rarely lift and/or move up to 100 pounds, with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

The noise level in the work environment is usually loud.

**SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection, background investigation, reference check and post-offer medical examination to include a drug screen; and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the City and employee/individual and is subject to change as the needs of the City and requirements of the job change.

**APPROVING AUTHORITY:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date