

## CITY OF LOMPOC

## SANITATION WORKER

Series Specification

**DEFINITION:**

This series specification describes two classifications ~~which responsible for operating drive~~ automated refuse trucks on ~~assigned~~ designated routes to ~~pick collect up~~ residential and commercial refuse; ~~and as well as~~ performing other specifically related work as required.

**CLASS TITLES:**

Sanitation Worker  
Senior Sanitation Worker

**CLASS CHARACTERISTICS:**

**Sanitation Worker:** This is an entry-level position. Incumbents perform ~~occasional~~ manual labor as needed, learn routes, and ~~become develop~~ proficiency ~~in at driving and~~ operating refuse trucks and related equipment.

**Senior Sanitation Worker:** This is ~~the a~~ skilled ~~level~~ position. Incumbents hold greater of ~~this class have more~~ responsibility for safety, ~~truck~~ operation of refuse trucks and are ~~involved in, and~~ training ~~of~~ new drivers.

**LICENSE REQUIRED:**

Possession of a valid commercial Class "B" California Driver's License.

**ESSENTIAL FUNCTIONS:**

*The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform specific additional or different duties from those set forth below to address business needs and changing business practices.*

**All Levels:**

1. Positively and helpfully interact with coworkers, supervisors, and everyone encountered.
2. Provide good customer service to all individuals contacted in the course of work in a courteous and respectful manner.
3. Comprehend, retain, and execute precise job instructions.
4. Learn to ~~drive operate~~ and operate automated refuse trucks.
5. Collect and ~~dump dispose garbage of and~~ refuse ~~from designated~~ into refuse trucks ~~while covering a designated route in a~~ residential ~~or and~~ commercial routes zone.
6. Unload refuse trucks at ~~the~~ City Landfill.
7. Inspect refuse trucks, ~~by~~ checking oil, water, filters, brakes, and tires, and ~~making~~ performing minor adjustments ~~by such as~~ refilling fluids, lubricating parts, cleaning

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or reporting for necessary repairs.

~~Drive refuse trucks; learn to keep route records.~~

~~8. Move and empty large trash bins using truck~~ Operate hydraulic systems to lift and empty refuse bins

~~9. Maintain cleanliness of trucks and equipment, including steam cleaning.~~

~~Operate steam cleaning equipment.~~

~~Clean trucks and equipment.~~

~~10. Interact with residents or businesses regarding service issues~~ Discuss service problems with individuals along the assigned route and refer concerns to the supervisor.

~~11. Perform pre-trip safety inspections, to include~~ checking all safety equipment.

~~12. Avoid and report road hazards or~~ and other obstructions.

~~13. Operate compaction and lifting~~ equipment on both side-load and rear load loading refuse trucks.

~~14. May o~~ Operate other City vehicles and or equipment as needed and; complete job related paperwork.

~~15. Perform~~ other related work as required.

**Senior:**

~~16. Drive and o~~ Operate an automated refuse truck on an assigned route.

~~17. Tag containers not that are im~~ properly loaded or positioned for pick-up.

~~18. Train and mentor new employees~~ assigned workers.

~~19. Report mechanical issues, operational~~ concerns, or and route challenges to supervisors ~~problems.~~

**ALLOCATION FACTORS:**

Proficiency in ~~driving and~~ operating automated refuse trucks, ~~and other equipment used in collection of refuse; independence of~~ decision-making independence; ~~and the~~ ability to train others in safe truck operation ~~and safety.~~

**PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:**

*The conditions herein 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.*

**Physical: Strength category:** Very Heavy-exert force over 100 pounds occasionally, over 50 pounds frequently, or over 20 pounds constantly to lift, carry, push pull or move objects. Constant sitting, reaching at and below shoulder level, extending neck side to side, handling, gripping, grasping. Frequent fingering. Occasional walking, bending, stooping, crouching, kneeling, climbing ladders, reaching above shoulder level, extending neck upward and downward, pushing, pulling, twisting at the waist. On rare occasion, stands, crawls. **Vision:** Visual acuity which could be corrected sufficiently to perform the

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essential functions of the position; average depth perception needed. **Hearing:** Effectively hear/comprehend oral instructions and communication, and equipment and traffic noise.

**Mental/Psychological:** Work cooperatively and interact appropriately with those contacted in the course of work, including the general public; utilize simple reading and writing skills; understand, remember and carry out detailed job instructions; respond quickly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; train other workers.

**ENVIRONMENTAL CONDITIONS:**

~~Constantly~~ Primarily works outdoors, frequently around machinery, in varying weather conditions.; ~~on rare occasion, works indoors.~~ ~~Constantly working around machinery and driving motorized equipment/vehicles.~~ Occasional exposure to dust, fumes, smoke, gases or odors, chemicals, solvents, grease or oil, excessive noises, slippery or uneven walking surfaces. ~~Constantly~~ works alone; occasionally works with others.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

**All Levels:**

- Safe driving practices
- ~~Basic~~ Refuse pick-up procedures
- ~~Appropriate safety~~ Safety protocols and injury ~~precautions~~ prevention

**Seniors:**

- Simple record-keeping
- Proper methods, materials, tools, and equipment used in the ~~sanitation trade~~ refuse collection
- General principles of supervision and training

**Ability to:**

**All Levels:**

- ~~Drive and o~~ Operate automated refuse trucks and collection equipment
- ~~Learn to f~~ ollow a designated ~~assigned~~ refuse collection routes
- ~~Perform inspection~~ Inspect and ~~maintainance to~~ refuse trucks and equipment
- Operate a vehicle observing legal and defensive driving practices
- Understand and carry out oral and written instructions
- Establish and maintain effective relationships with those contacted in the course

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of work

**Senior:**

- Skillfully operate an automated refuse truck ~~and train others to do so~~  
~~Follow a designated refuse collection route~~
- Maintain simple records and reports
- Train others
- Respond to citizen requests and solve problems

**EDUCATION AND EXPERIENCE:**

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is:

**Sanitation Worker:** ~~-Six months of experience in sanitation work and some experience in manual labor.~~

**Senior Sanitation Worker:** ~~-At least six months as a Sanitation Worker with the City of Lompoc and demonstrated proficiency in~~ driving and operation ~~operating of~~ automated refuse trucks, ~~and knowledge of route system.~~

**POTENTIAL CAREER PATH:**

Experience gained by incumbents in these classes can provide the knowledge, skills, and abilities necessary to qualify for Lead Sanitation Worker, ~~or~~ Solid Waste Supervisor.

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### LEAD SANITATION WORKER

#### DEFINITION:

Under general supervision, to schedule, assign, direct, and participate in the collection of combustible and non-combustible refuse and recyclables along ~~a~~ designated ~~route in a~~ residential or commercial ~~zone~~routes; and to perform related work as required.

#### CLASS CHARACTERISTICS:

Positions in the class of Lead Sanitation Worker direct, train, and review the work of a crew involved in ~~the collection of~~ residential or commercial refuse and recyclable collection. -The Lead Sanitation Worker is responsible for the crew's training, safety, and productivity ~~of the crew~~ in completing ~~an~~ assigned routes.

#### LICENSE REQUIRED:

Possession of a valid ~~and appropriate~~commercial Class "B" California Driver's License.

#### ESSENTIAL FUNCTIONS:

*The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform specific additional or different duties from those set forth below to address business needs and changing business practices.*

#### EXAMPLES OF DUTIES:

1. Positively and helpfully interact with coworkers, supervisors, and everyone encountered.
2. Provide good customer service to all individuals contacted in the course of work in a courteous and respectful manner.
3. Comprehend, retain, and execute precise job instructions.
- 1-4. Lead and participate in the collection of combustible and non-combustible refuse and recyclables.
- 2-5. Train crew members ~~of a crew ion~~ the operation of sanitation equipment.
- 3-6. Oversee and may perform ~~proper routine~~ field ~~servicing maintenance~~ of refuse trucks and arranges for mechanical repairs.
- 4-7. Ensure ~~that adherence to~~ safe and proper work practices ~~are followed by members~~by of a crew members.
- 5-8. Review time sheets and prepares other required records.
- 6-9. ~~Confers Coordinate~~ with supervisors regarding on operational and route ~~problems~~issues.
- 7-10. ~~May confer on~~Assist with employee evaluations when necessary.
- 8-11. ~~Address~~Discuss ~~service problems with~~ customer service issues and explains ordinancess and department ~~regulations~~regulations.
- 9-12. ~~Drives~~ refuse, recycling, and dump trucks, and other equipment.
- 10-13. Operates compaction and lift equipment.
- 11-14. ~~Moves and empties large trash bins using truck~~ Use hydraulics to move and empty large trash bins.

- ~~12-15.~~ ~~May act for the~~ serve as acting supervisor during ~~his/her~~their absence.  
~~13-16.~~ Performs other related work as required.

**PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:**

The conditions herein 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.

**Physical: Strength category:** Very Heavy-exert force over 100 pounds occasionally, over 50 pounds frequently , or over 20 pounds constantly to lift, carry, push pull or move objects. Constant sitting, reaching at and below shoulder level, extending neck side to side, handling, gripping, grasping. Frequent fingering. Occasional walking, bending, stooping, crouching, kneeling, climbing ladders, reaching above shoulder level, extending neck upward and downward, pushing, pulling, twisting at the waist. On rare occasion, stands, crawls. **Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** Effectively hear/comprehend oral instructions and communication, and equipment and traffic noise.

**Mental/Psychological:** Work cooperatively and interact appropriately with those contacted in the course of work, including the general public; utilize simple reading and writing skills; understand, remember and carry out detailed job instructions; respond quickly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; train other workers.

**ENVIRONMENTAL CONDITIONS:**

Primarily works outdoors, frequently around machinery, in varying weather conditions. Occasional exposure to dust, fumes, smoke, gases or odors, chemicals, solvents, grease, or oil, excessive noises, slippery or uneven walking surfaces. Constantly works alone; occasionally works with others.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Refuse and recyclable trucks and related equipment
- Recordkeeping practices
- ~~Proper m~~Methods, materials, tools, and equipment used in the sanitation trade operations
- General principles of supervision and training
- ~~Appropriate s~~Safety precautions—procedures and precautions applicable to sanitation work and procedures

**Ability to:**

- Skillfully operate and train others in the operation of refuse trucks and related equipment
- Perform minor ~~service and~~ maintenance ~~to-on~~ refuse trucks and equipment
- ~~Lay out~~ organize and manage refuse collection routes
- Maintain accurate records
- Operate a ~~fork lift~~ forklift and ~~skiploaders~~ skip loader
- Plan, assign, and direct the works of others
- Operate ~~a~~ refuse trucks while adhering to ~~observing~~ legal and defensive driving practices
- ~~Understand and carry out~~ Follow oral and written instructions effectively
- Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience which demonstrates an-the ability to perform the duties of the position. The typical qualifying entrance background is three years of experience in sanitation work, or two years of experience as a Senior Sanitation Worker with the City of Lompoc.

**~~PHYSICAL DEMANDS AND WORKING CONDITIONS:~~**

~~**Strength:** Heavy Work – Lifting, carrying and or pushing 100 pounds with frequent lifting and/or carrying of objects weighing 50 pounds.~~

~~Incumbents must work under adverse conditions, such as outside in any weather, near foul smells, rodents, insects, dirt, traffic, chemicals, broken glass, dogs and other hazards.~~

## CITY OF LOMPOC

# WASTEWATER COLLECTION WORKER

## Series Specification

### DEFINITION:

This series specification describes two classifications ~~which that~~, under supervision, perform ~~a variety of duties in the~~ tasks related to the construction, repair, and maintenance of sewer mains, services, lift stations, manholes, and associated equipment; and perform other specifically-related work as required.

### CLASS TITLES:

Wastewater Collection Worker  
Senior Wastewater Collection Worker

### CLASS CHARACTERISTICS:

**Wastewater Collection Worker:** This is the entry-level position. Incumbents perform manual labor and semi-skilled work.

**Senior Wastewater Collection Worker:** This is the journey-level position. Incumbents perform skilled work and may provide direction and training ~~to other staff helpers~~.

### LICENSE REQUIRED:

**All Levels:** Possession of a valid ~~and appropriate commercial~~ California Class "B" Driver's License, ~~Class "B" W~~with tanker and air brake ~~e~~Endorsements.

**Wastewater Collection Worker:** Possession of a valid Grade I, (or higher), ~~California~~ Wastewater Collection System Maintenance Certification issued by the California Water Environment Association (CWEA).

**Senior Wastewater Collection Worker:** Possession of a valid Grade II, (or higher), Collection System Maintenance Certification issued by ~~the California Water Environment Association~~ CWEA.

### ESSENTIAL FUNCTIONS:

*The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform specific additional or different duties from those set forth below to address business needs and changing business practices.*

#### All Levels:

1. Performs a wide variety of semi-skilled and unskilled duties, including: loads loading and unloading supplies and, moving ings heavy objects.
2. Assists in the installation, maintenance, and repair of public works projects infrastructure.



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3. Performs manual labor necessary ~~to for the completion~~ completing assigned tasks of jobs.
4. Assists ~~experienced other~~ workers by performing unskilled tasks.
5. Maintains ~~yards, and buildings, and tools.~~  
~~Cleans and maintains tools used on the job.~~  
~~Performs a wide variety of semi-skilled work in the maintenance of mechanical and electrical equipment.~~
6. Assists in the regular lubrication and maintenance of mechanical and electrical equipment. ~~to keep equipment in good working condition.~~
7. Operates light equipment, such as City vehicles, trucks, compressors, ~~forklift~~ forklifts, and back-hoes.
8. Utilizes a range variety of computer programs for operational purposes.
9. Perform other related work as required.

**Senior:**

10. Performs skilled and semi-skilled ~~and skilled in the operation and maintenance of work in~~ wastewater collection system ~~operations and maintenances.~~  
~~Maintains motorized systems.~~
11. Operates a variety of ~~power driven~~ power-driven tools and equipment, including trucks, skip loaders, and hydraulic sewer flushers.  
~~Operate trucks, skip loaders, hydraulic sewer flusher.~~
12. ~~Places~~ Install traffic control and warning signs, and serve as flagger when required person.
13. Cleans and repairs sanitary sewer systems.
14. Maintains ~~hand~~ tools and equipment and; keeps detailed records of labor and maintenance ~~records~~ activities.
15. ~~Provide direction~~ May direct and training ~~to the work of~~ assigned ~~helpers~~ staff members.
16. Assists in ~~maintenance~~ maintaining the of wastewater treatment ~~plant~~ facility.

**ALLOCATION FACTORS:**

~~The~~ L levels within this series are differentiated based ~~on~~ of knowledge ~~of the construction, maintenance and repair~~ of wastewater collection systems, ~~level of skill~~ level in performing work tasks, and the level degree of independent ~~tee of~~ decision-making.

**PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:**

*The conditions herein 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.*

**Physical: Strength category:** Heavy-exert force of 50-100 pounds occasionally, 25-50 pounds frequently, or 10-20 pounds constantly to lift, carry, push pull or move objects.

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Frequent standing, walking, handling, gripping, grasping. Occasional sitting, bending, stooping, kneeling, reaching at, above and below shoulder level, extending neck upward, downward and side to side, pushing, pulling, fingering, typing, twisting at the waist. On rare occasion, crouches, crawls, climbs stairs, ladders and scaffolding. **Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** Effectively hear/comprehend oral instructions and communication, equipment and traffic noise.

**Mental/Psychological:**

**All Levels:** Work cooperatively and Interact appropriately with those contacted in the course of work, including the general public; utilize both simple reading skills; utilize simple math and writing skills; understand, remember and carry out detailed job instructions; respond quickly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; train other workers.

**Senior Wastewater Worker:** Utilize complex reading skills; direct the work of others.

**ENVIRONMENTAL CONDITIONS**

Frequently works outdoors; occasionally works indoors; frequently works around machinery, is exposed to dust, fumes, gases or odors, excessive noises, slippery or uneven walking surfaces. Drives motorized equipment/vehicles, is exposed to solvents, grease or oil, uses a computer, works in confined spaces. On rare occasion, is exposed to chemicals, works at unprotected heights. Works both alone and with others.

**SPECIAL REQUIREMENTS**

Incumbents must be available for periodic evening, night, weekend, and/or holiday work as required for due to stand-by or emergency call-outs back or standby assignments needs.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

**All Levels:**

- Proper methods, materials, tools, and equipment used in maintenance work, and wastewater collection system maintenance
- Basic safety ~~methods~~protocols

**Senior:**

- ~~Applicable safety and other~~ State and local codes related to wastewater collection

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systems

- Wastewater hydraulic, collection systems
- Simple record keeping
- ~~Proper methods, materials, tools and equipment used in wastewater collection system maintenance and construction~~
- General principles of employee ~~direction and~~ training and supervision.

**Ability to:**

**All Levels:**

- Read and write at ~~the a~~ level required sufficient for ~~successful~~ job performance
- Use Operate and ~~properly~~ maintain ~~assigned~~ tools and equipment
- Perform semi-skilled maintenance, repair and construction work
- Operate ~~a~~ vehicles by observing legal and defensive driving practices
- Understand and carry out oral and written instructions
- Establish and maintain effective relationships with those contacted in the course of work

**Senior:**

- Perform and train others in the performance of a variety of semi-skilled tasks in wastewater collection system construction and maintenance
- Maintain and repair equipment
- Operate pneumatic and power equipment
- Operate computer terminal at the level required
- ~~Maintain and care for pumping equipment~~
- Maintain simple accurate records
- Direct and train the work of others

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. -The typical qualifying entrance background is:

**Wastewater Collection Worker:** One year of experience in general maintenance ~~and or~~ construction work, with ~~some specialized~~ training in wastewater collection system operation and maintenance.

**Senior Wastewater Collection Worker:** Four years of ~~journey level~~ skilled experience in the maintenance and construction of wastewater systems sewer, with mains and facilities and specialized training in collection system operation and maintenance.

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