



City of Kingman, Arizona

Classification: Equipment Operator B (Sanitation)

Department: Public Works

Accountable To: Sanitation Superintendent

Created/Revised Date: July 2015

FLSA Status: Non-Exempt **Salary Grade:** 206 **Band:** B **EEO4:** 8

GENERAL DESCRIPTION OF POSITION

Performs a wide array of semi-skilled tasks that support and provide refuse collection and disposal and recycle services to supplement and support the general mission of providing a clean, healthy and environmentally friendly community. As assigned, performs equipment operation work for operating complex, specialized automotive equipment along an established route on a production schedule and performs other Public Works maintenance activities as assigned.

SUPERVISION RECEIVED

Works under the supervision of the department Superintendent, Crewleader or designated person.

SUPERVISION EXERCISED

None generally. May supervise temporary employees, community service workers, and DOC Inmate workers as directed, or as assigned by Superintendent.

ESSENTIAL DUTIES & RESPONSIBILITIES Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- In refuse collection:
 - Drive and operates front and/or side loading refuse collection trucks to and from container locations.
 - Manipulates hydraulic lifting device to pick up and empty refuse containers.
 - Follows assigned route to pick up all refuse containers.
 - Picks up trash and uncontained refuse next to containers by hand.
 - Services, cleans and washes trucks.
- Safely, effectively and efficiently operates a variety of medium to heavy equipment on a limited basis to include a backhoe, loader, rear loader, tractor, forklift and balers.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Replaces and delivers dumpsters and containers and rotates as needed for maintenance purposes.
- Maintains dumpsters and containers by cleaning, welding, painting, and replacing lids, wheels, handles, and such.
- Assists in the collection and processing of recyclables such as compost, Christmas trees, phone books, newsprint, cardboard, and aluminum.
- Hauls recyclable materials to neighboring cities and towns.
- Performs pre and post trip equipment according to CDL requirements.
- Performs all duties in conformance to appropriate safety and security standards.
- Assists with training and cross-training of other Equipment Operator B's.
- Supervises and leads DOC Inmate Labor as trained and assigned.
- Provides back-up assistance and support to other drivers due to disabled equipment, absences and as needed.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Provides excellent customer service to all contacts.

- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, holidays or weekends as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

PERIPHERAL DUTIES:

- Performs related duties as required.
- Performs special assignments as requested.
- May serve on a variety of employee committees.

DESIRED MINIMUM QUALIFICATIONS:

Education and experience:

- Graduation from high school diploma or GED equivalent;
- One to three (1-3) years experience involving the use of medium duty equipment operation; or
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

Knowledge:

Considerable knowledge of operating and maintenance requirements of assigned equipment; Knowledge of traffic laws and regulations; Knowledge of hazards of equipment operation and of appropriate safety precautions.

Skills:

Skill in the care and operation of assigned equipment; Identifying maintenance needs and mechanical problems and correcting or referring for repair; Following and maintaining safety standards, and identifying safety problems; Promoting and adhering to safe work practices; Establishing and maintaining effective working relationships with co-workers and the public; Communicating effectively verbally and in writing; Troubleshooting problems; Maintaining and handling applicable equipment; Utilizing mechanical apparatus; Preparing and maintaining records; Working in a team environment; Providing customer service; and Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Abilities:

Ability to safely and effectively operate assigned equipment continuously over an assigned route; Ability to maintain production schedules; Understand and follow written and oral instructions; Ability to establish and maintain effective working relationships; Ability to meet physical requirements; Ability to carry out assigned projects to their completion; Ability to communicate effectively verbally and in writing; Establish and maintain effective working relationships with employees, supervisors, and the public; Use appropriate tact and consideration in dealing with customer complaints and questions; Perform routine custodial activities and manual labor; Adapt to changing work priorities; Work independently, and as a team, to complete daily activities according to work schedule; Participate in teamwork productively; Perform hard physical work, including lifting and carrying items in adverse weather and environmental conditions; Sit, walk and stand for long periods of time; Use equipment and tools properly and safely; and Effectively supervise and lead DOC Inmate Labor Resources.

SPECIAL REQUIREMENTS

- Valid Arizona Commercial Driver’s License at a minimum level of Class B or ability to obtain one within 6 months of hire.
- Based on assignment, may be required to participate and obtain NIMS (National Incident Management System) training certifications.

WORK ENVIRONMENT

The work environment characteristics attached to the job description 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. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____

Date: _____

Employee Printed Name: _____