



## City of Irving Job Description

### Apprentice Equipment Operator

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Multiple Departments
<b>Job Code:</b>	39692 (FT) / 99445 (PT)	<b>Reports To (Job Title):</b>	Designated Supervisor

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#### **PURPOSE**

Assigned to a 3-man crew running a refuse or recycling collection route with an Equipment Operator driving the truck and providing leadership and direction, this position rides on the rear of the collection truck getting on and off the rear step picking up bags, boxes, and bundles of brush and loading them into the back of the collection truck for transport to landfill.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Assist the Equipment Operators inspecting collection vehicles to ensure proper mechanical functioning and preparation for daily use.
- As needed, assist in maintaining proper fluid levels and ensure that collection vehicle is kept clean.
- Collect refuse, recycling, brush, and scattered debris at collection sites and along City streets.
- Assist the Equipment Operators while unloading material at the Irving Landfill, performing proper lockout/tag out and cleaning inside packer body.
- Report any damaged collection vehicles and equipment, job related accidents and conditions which affect the safe operation of the collection vehicle and route collection to Equipment Operators.
- Ensure the City uniform and safety apparel is worn at all times and that all safety rules and practices are observed in the performance of all duties.
- Communicates effectively on City two-way radio.
- Maintain availability for on-call shift rotation.
- Perform related duties as assigned, including cross-training.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Perform Emergency Operations
- Respond to and remain ready for call-out during Inclement Weather on a stand-by basis.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

None

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance..

### **EXPERIENCE**

- No minimum experience required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Possession of a valid Class C Operator's license.
- *Within three (3) months of hire*, must obtain a valid Commercial Learners Permit (CLP) with Class A or Class B Rating (if Class B, must include air brakes).
- *Within six (6) months of hire*, must obtain a valid Commercial Driver's License (CDL) with Class A or Class B rating (if Class B, must include air brakes).

### **KNOWLEDGE OF**

- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Safety: Safe working practices, established City and departmental policies and procedures, as well as, safe operation and use of the packer body hopper controls, tailgate and ejection blade controls, and hazards associated with packer body operation and unloading.
- Practices, Policies, and Laws: City and Departmental Policies, as well as pertinent Federal & State laws, Municipal Ordinances, Codes, Regulations, & policies.
- Industry Standards (Solid Waste Services): Principles, practices, and methods of residential refuse collection and disposal, as well as residential recycling and brush and bulky waste collection and disposal.
- Local Environmental Familiarity (Solid Waste Services): Location of city streets, addresses, City facilities, and nuances of various neighborhoods in and around town; also, refuse, recycling, and brush and bulky waste routes.
- Collection Vehicle & Equipment Use: Operation, use and general maintenance of equipment and collection vehicles, as well as their maximum load capacity.

## **SKILLS AND ABILITIES IN**

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Mechanical/Technical: Safely operating of diverse equipment, including computers.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Service Orientation: Actively looking for ways to help people.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.

## **GUIDANCE RECEIVED**

### **Detailed Instructions and Standardized Procedures**

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

## **CONTACTS**

Interacts with others, generally to coordinate support with internal customers and assist with the immediate needs of the general public primarily residents. Also, may interact with visitors & Businesses.

## **EQUIPMENT AND PROPERTY**

In addition to equipment mentioned in Essential duties, and depending on assignment, a variety of pneumatic hydraulic and electric hand tools varying of size and function. Various power tools, hand held tools, jack hammer, hand tools, shovel, posthole digger, chain saw, pole saw, string line trimmer, hedge trimmer, surface grinder, concrete saw, cutting torch, and wire feed welder. Also, at times the employee may utilize a computer and software, as well as a fax/copy machine and all issued and required PPE.

## **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.\*

The employee constantly is required to drive a vehicle, grasp, handle, feel, lift up to 25 pounds, listen, pull, push, reach, see, smell, and/or stoop, and, *unique to Solid Waste Services*, s/he is required to step on and off a step 22 inches off the ground (requiring lift to a packer body with an approximately 36" load height) an average of 700 times a day and/or walk up to 5 miles daily. Frequently, s/he is required to balance, climb, kneel, lift up to 50 pounds, talk, and/or walk. S/he occasionally is required to crawl, run, sit, stand, and/or lift up to 100 pounds.

## **WORK ENVIRONMENT**

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

The employee is exposed to extreme vibration, blood-borne pathogens, confining workspace, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high and precarious work places, improper illumination, moving mechanical parts, noise, hazardous traffic conditions, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment usually is loud.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.