



# City of Tempe

## SOLID WASTE ROUTING SPECIALIST

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	525	<i>FLSA Status:</i>	Non-exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$23.910096
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$32.278365
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Solid Waste Equipment Operator II+
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i> Service Maintenance

### DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives general supervision from management and/or professional staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three years of experience in a municipal or private solid waste collection operation with at least six months of GIS mapping or working with automated vehicle locating systems and/or Arc/GIS.
<i>Education:</i>	Equivalent to an Associate’s degree from an accredited college or university with major course work in GIS, land surveying, computer science, civil engineering, CAD drafting, or degree related to the core functions of this position. A Bachelor’s degree is preferred.
<i>License / Certification:</i>	Must possess and maintain a valid driver’s license.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To perform micro-routing of solid waste collection services using experience-based techniques for problem solving, learning, and discovery as well as computer assisted routing tools to achieve maximum efficiencies and balance.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Obtain data through an automatic vehicle locating system and visual on-site evaluations to design new routes; assist in monitoring route production levels to ensure optimum production; regularly adjust routes as needed to maintain accuracy and optimization of production and balance;
- Analyze data to develop optimized routing systems; perform self-conducted time studies and data analysis; make decisions and take action to correct unbalanced routes and change the type of collection service; collect and track operational production and performance data; develop processes for coordinating and disseminating production and performance data to supervisors and management; maintain accurate records;
- Promote and enforce all city, department and division policies and procedures;
- Communicate ideas and recommendations verbally and through written reports to management and staff; recommend procedural changes to improve employee safety and productivity; and form problem solving teams, as needed;
- Instruct and train personnel on designated routes and increased production techniques;
- Determine the equipment, tools and resources needed to complete assigned projects; and order/maintain adequate supplies for assigned duties;
- Communicate with the general public including answering customer service inquiries; participate in special activities such as outreach campaigns and community meetings;
- Perform other related duties as assigned;
- Physically present to perform the duties of the position.

### PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Extensive reading and close vision work;
- May work alone for extended periods of time;
- Operate city vehicles including light trucks and cars;
- Operates computers, calculators and other office machines.

### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<p><i>Effective August 2014</i>  <i>Revised March 2019 (PW Reorg – moved to Municipal Utilities Dept)</i></p>