



# City of Tempe

## SENIOR SOLID WASTE EQUIPMENT OPERATOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	189	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$22.771635
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$30.741827
<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>	Y	Y	<i>EEO4 Group:</i> Service Maintenance

### DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives general supervision from higher level supervisory and management staff.
Provides technical and functional direction to technical and service maintenance staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three years increasingly responsible experience in solid waste services and/or recycling, or equivalent experience as a heavy equipment operator or driver directly related to the core functions of this position. Experience reading and understanding route maps and street signs.
<i>Education:</i>	Completion of the twelfth grade, high school diploma or GED, supplemented with completion of a commercial driver-training program. Associate's Degree or college course from an accredited institution directly related to the core functions of this position is desirable.
<i>License / Certification:</i>	Possession of a valid Arizona Class A CDL driver's license at time of application.

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 lead and participate in the work of solid waste services staff; to coordinate related activities and projects; and to identify, analyze and resolve problems related to daily operations and maintenance. Provide the community with safe,

economic, and efficient solid waste collection services. Areas of assignment are rotated for cross training opportunities and operational need.

## 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.
- Lead, plan and participate in all related aspects of the daily activities for assigned operational area;
- Recommend and assist in the implementation of organizational goals and objectives and implement policies and procedures;
- Assist the supervisor to ensure daily tasks and assignments are covered and completed in a safe and timely manner; and maintain individual work log; make decisions as needed related to daily field work; establish and maintain effective working relationships with team members and the general public;
- Operate solid waste collection equipment in the performance of commercial, residential, or uncontained solid waste collection routes as required utilizing proper safety precautions related to all work performed;
- Assist management to observe and enforce the requirements of all traffic laws, ordinances, and City of Tempe Personnel Rules;
- Assist management to observe and enforce the requirements of Department of Transportation (DOT) Federal Motor Carrier Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety sensitive functions and the use and/or misuse of alcohol and controlled substances;
- Identify safe practices in the day-to-day operation and assist with safety training to improve safety;
- Assist with and participate in safety programs as required by OSHA including job hazard assessments, training, use of proper personal protective equipment;
- Respond to customer complaints and issues, requests for service, and inquiries about solid waste collection service regarding changes in service levels, frequency of service, or general solid waste issues using database inquiry system;
- Provide face to face and over the phone customer service;
- Identify equipment needs for assigned projects and make recommendations to the supervisor or manager regarding equipment conditions and repairs needed;
- Respond to account and billing related issues, including dealing with customers to find solutions and improve solid waste service;
- Train, coach and mentor staff; instruct personnel in appropriate behavioral and performance standards in order to be consistent with Solid Waste Services, departmental, and city-wide goals and objectives; and provide leadership to other Solid Waste Services staff;

- Responsible for ensuring that employees perform daily pre- and post-trip inspections, checking and adjusting fluid levels, greasing and lubricating moving parts as required, inspecting equipment to ensure proper maintenance is performed, monitoring equipment downtime, and reporting the need for equipment repairs;
- Regularly inspect and evaluate operations and activities in assigned areas of responsibility; coordinate and assist in the implementation of equipment for needed maintenance, preventative maintenance or repairs and take corrective action;
- Make decisions as needed related to daily field work;
- Resolve issues from field employees and act as point of contact for staff members;
- Make recommendations for improvement of service and recovery of costs;
- Read maps for the location and verification of work assignments and hazards;
- Report conditions in the field to the supervisor in a timely manner and request repairs or to resolve problem or issues;
- Plan and execute training programs regarding operation of all types of solid waste equipment and safe operating practices;
- Analyze reports to identify deficiencies related to established performance metrics;
- Assist with evaluation of staff members and performance concerns;
- Assist with decisions regarding employee complaints and problems;
- Ensure proper records, daily logs, time sheet information, accidents and injuries, and other operational or staff related data is entered into various databases;
- Operate and maintain data in various computerized systems;
- Protect city assets, report any equipment or process failures;
- Maintain all city equipment in clean, safe operating condition;
- Comply with preventative maintenance schedules; perform related duties as assigned.
- Physically present to perform the duties of the position.

**When Assigned to Commercial Services:**

- Assist supervisor in identifying routing efficiencies;
- Assist with commercial roll-off billing on a daily basis;
- Assist Solid Waste Program Coordinator and Solid Waste Supervisor with customer service and right size containers for accounts while utilizing city diversion goals to make decisions;
- Occasionally operate Solid Waste frontload vehicle to fill open routes.

**When Assigned to Residential Services:**

- Respond to residential complaints using computerized system;
- Ability to use data system for customer complaints;
- Utilize driver daily log information to evaluate drivers' daily performance and complete time of assigned route;
- Occasionally operate Solid Waste side load vehicle to fill open routes.

**When Assigned to Bulk Collection Services:**

- Work with Solid Waste and Recycling Inspector to monitor uncontained trash being set out early for collection;
- Ensure staff is following operational guidelines when collecting bulk trash piles with the bobcat/tractor;
- Assist with training on equipment used for bulk collection.

**When Assigned to Compost Area:**

- Maintain incoming and outgoing tonnage;
- Maintain compost piles; water and turn as needed;
- Maintain a dust free area per dust permit;
- Maintain product availability;
- Operate and maintain the In vessel and windrow product;
- Setup and facilitate compost giveaways;
- Operate all compost equipment: Loaders, Water trucks, Grinders, Screeners, Scale house operation, Roll-offs and dump trucks.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Lift heavy objects (up to 100 lbs. occasionally – loose materials, containers, equipment, etc.);
- Move heavy objects with forklift, dolly, etc. (up to 100 lbs. occasionally – loose materials, containers, equipment, etc.);
- Operate city vehicles (i.e. light duty vehicles, heavy construction equipment, CDL required trucks);
- Operate city equipment (i.e. tractors, loaders, water trucks, grinder, power screens, refuse/recycling collection vehicles).
- Use power tools (i.e. drill drivers);
- Use tools (i.e. wrenches, screwdrivers, shovels, pitchforks, brooms, etc.);
- Climb stairways, ladders, and work on elevated structures (i.e. climb steps and ladders on trucks, loaders, construction equipment and tractors);
- Traverse uneven surfaces (i.e. compost processing site, alleys, streets);
- Traverse long distances during workday with or without an accommodation (2 miles);
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines (i.e. data entry and analysis in various systems and scale systems);
- Extensive reading and close vision work (i.e. work orders, equipment operator logs, identification documents, drivers log)
- Work in confined areas (i.e. inside cabs of equipment, cleaning out behind packer of truck);
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc. (i.e. work primarily in a field setting);
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;

- Exposure to blood and airborne pathogens; bodily fluids; etc. (i.e. reports on injuries/accidents, handles garbage, inspects refuse and recycling materials);
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc. (i.e. responds to hydraulic fluid and fuel leaks and minor maintenance on equipment, inspects refuse and recycling materials);
- May require working extended hours;
- May work alone for extended periods of time.

## 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>		

## JOB DESCRIPTION HISTORY

*Effective November 1988*  
*Revised April 1997*  
*Revised November 2000*  
*Revised November 2001 (range adj due to market)*  
*Revised January 2009 (title change/updated job description)*  
*Revised January 2017 (add physical/mental activities)*  
*Revised September 2017 (update minimum quals, duties, & physical/mental activities)*  
*Revised March 2019 (PW reorg – moved to Municipal Utilities Dept.)*