CITY OF ONTARIO

CLASS CODE 6216 GROUP 6
DEPARTMENT REVIEW JK DATE 4-15-96
PERSONNEL APPROVAL Jerry Haynes 4/22/96
EFFECTIVE DATE
SUPERSEDES 7/1/90

SOLID WASTE SERVICE REPRESENTATIVE

DEFINITION

This is specialized field and office work in connection with the collection of solid waste. Under supervision, is responsible for field and office work in the location and maintenance of solid waste bins and mechanically loaded containers. May involve overseeing the work of subordinate employees. Work is performed independently within established policies and procedures and is reviewed for overall effectiveness through conference and reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Operates bin truck for delivery, removal and replacement of containers and other equipment as required (single bin vehicles, multiple bin vehicles, front end loaders, roll-offs, trailers, fork lifts, etc.); repairs, maintains and replaces refuse containers that are designed and equipped for mechanical loading; maintains records in connection with the location and maintenance of solid waste bins and container units; prepares related reports as necessary; provides information to customers concerning the establishment of containerized refuse collection services and determines proper location for the containers.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

MINIMUM:

Valid California Class A driver's license;

Knowledges: knowledge of the techniques and procedures used in the maintenance of metal bins or related items; knowledge of the safety hazards and necessary precautions associated with areas of assignment;

Ability to: read, write, understand and follow oral and written instructions; maintain necessary records and prepare related reports; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

DESIRABLE:

Recent experience as a solid waste collector or related work; knowledge of the equipment, procedures and techniques used in the collection of solid waste by the use of container units designed for mechanical loading; ability to oversee the work of subordinate employees; knowledge of and prior experience in general municipal operations; knowledge of the city street system and neighborhood geography.