



INTEGRATED WASTE LEAD COLLECTOR

JOB SUMMARY: Under general supervision, provides lead direction and training to personnel engaged in integrated waste collection; assists with route coordination and coverage; conducts various audits and assists with investigations; provides customer service; may load and operate mechanical integrated waste collection equipment for residential, commercial, or industrial collection and transport integrated waste materials to disposal area; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its lead duties and responsibility for assisting with select operations of the Integrated Waste division. It is distinguished from the Integrated Waste Supervisor by the latter's full supervisory responsibility for day-to-day operations and assigned staff.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Assists with training staff in departmental policies and procedures, safe work practices, and proper equipment operation and care.
2. Conducts equipment audits to ensure proper quantities and condition of residential and commercial on-site equipment.
3. Assists with coordinating daily route assignments and provides coverage as needed; reviews routes of assigned group to ensure completion and audits reports submitted for accuracy.
4. Assists with researching and responding to customer service inquiries and service requests.
5. Assists with overseeing and coordinating the work of Senior Integrated Waste Collectors and Integrated Waste Collectors.
6. Assists with overseeing and participating in daily safety check of collection vehicles and confirms required reporting and maintenance is completed.
7. Assists with evaluating routes and route assignments; provides recommendations to increase the efficiency of collection services.
8. Assists with investigations of accidents, incidents, and injuries.
9. Attends and participates in safety meetings.
10. Assists with reviewing and analyzing productivity reports to ensure compliance with DOT regulations and departmental goals and objectives.
11. May act on behalf of the Integrated Waste Supervisor in their absence.
12. Performs related duties as required.

IN ADDITION TO LEAD DUTIES, THIS CLASS PERFORMS ALL SENIOR INTEGRATED WASTE COLLECTOR DUTIES, INCLUDING BUT NOT LIMITED TO:

13. Operates assigned equipment for the collection and transportation of integrated waste on designated residential, commercial, or industrial routes.
14. Picks up and deposits material from refuse containers into a refuse truck.
15. Operates compaction and other mechanical equipment on the truck.

16. Performs automated or hand collection for assigned residential customers, bin collection for assigned commercial customers, or roll-off collection for assigned industrial customers.
17. Performs minor maintenance of vehicles as required.
18. Maintains appropriate records and prepares reports.
19. Notes conditions of refuse containers and reports the existence of improper containers or materials that do not comply with City requirements for collection.
20. Drives unit to disposal area.

MINIMUM QUALIFICATIONS:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: High school diploma or recognized equivalent.

EXPERIENCE: Two years of experience in integrated waste operations.

KNOWLEDGE OF:

- Equipment, tools, methods, and practices used in residential, commercial, and industrial refuse collection.
- Techniques of lead supervision and training.
- Appropriate safety precautions, procedures, practices and regulations related to maintain a safety program, safe working conditions, and operating equipment.
- Occupational hazards and safety regulations set by federal, state, county, and local agencies.
- Applicable federal, state, and local laws, codes and regulations governing integrated waste operations and related environmental compliance.
- Principles and practices of customer service.

ABILITY TO:

- Operate equipment used in refuse collection and operations.
- Lead, assign, coordinate, train, and monitor staff.
- Operate a computer using relevant word processing, spreadsheet software, and other software.
- Prepare and maintain accurate and complete records and reports.
- Understand and carry out oral and written instructions.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

LICENSES:

- Valid Class B California driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

- N/A

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SPECIAL REQUIREMENTS:

- May be required to work various shifts on a rotational basis including weekends and holidays.
- Ability to work mandatory overtime.

DESIRABLE:

- Experience in a lead capacity or performing work comparable to a Senior Integrated Waste Collector is highly desirable.
- Experience with integrated waste collection operations and knowledge of geography and major road networks of the City.

ADDITIONAL INFORMATION:

FLSA Exemption Status: Non-Exempt
Employee Unit: Unit #6, Miscellaneous Services
Job Family: Integrated Waste
Class Progression: Utilities Administrative Services & Integrated Waste Director
Integrated Waste Division Manager
Integrated Waste Assistant Division Manager
Integrated Waste Supervisor
Integrated Waste Lead Collector
Senior Integrated Waste Collector
Integrated Waste Collector

Reports to: Integrated Waste Supervisor
Supervises: N/A

CLASS HISTORY:

Date Class Established: 07/01/2019
Revised Dates / Reason: N/A
Previous Title(s): N/A
Approved By HR Director: *Angela C. [Signature]*
Date Approved: 8/15/19