



CITY OF RICHLAND

CLASSIFICATION TITLE: MAINTENANCE WORKER I – SOLID WASTE	JOB # 3056	AFFILIATION: Affiliated (IUOE)
REPORTS TO: SOLID WASTE MANAGER	PAY GRADE: Per CBA	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the direction of the Solid Waste Manager or designee, safely performs a variety of work in the construction, maintenance, repair, delivery, and inventory recording of solid waste collection containers and facilities. Subject to after hours and weekend work as needed.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Delivers and collects empty solid waste collection containers from customers throughout the service area and maintains inventory solid waste collection containers and supplies.
- Performs maintenance, construction and repair of solid waste collection containers and supplies, to include painting and use of power tools as necessary.
- Operates light trucks, hydraulic lift mechanisms, trailers with hydraulic lift gates, and other similar equipment used in the collection and delivery of empty solid waste collection containers and supplies.
- Operates computers and tablet devices to follow assigned delivery and collection routes, document tasks completed, and organize and process incoming requests.
- Performs entry level facility maintenance such as painting, landscape maintenance including irrigation systems, rough carpentry, using hand power tools and hand tools.
- Communicates with customers and coworkers in a courteous and professional manner, both in person and over the phone, answering and processing customer requests.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Specific and realistic knowledge, skills and abilities typically necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes, and regulations related to assigned activities.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.
- Applicable safety policy, procedures, and practices.
- Methods, tools, and procedures used in the construction, maintenance of a solid waste disposal and collection system.
- Methods, tools, and procedures used for basic repairs of containers, and building and landscape maintenance.
- Health and safety requirements related to solid waste systems.

Skills and abilities to:

- Learn, read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Read and navigate solid waste collection software (RouteWare) to set up and report routes, maintain inventory, and document service completion.
- Learn various types of software used to upkeep, track, and maintain the solid waste division assets.
- Read and interpret sketches, blueprints, written, and oral instructions.
- Follow oral and written instructions.
- Follow health and safety regulations.
- Observe legal and defensive driving practices.
- Safely operate hand and power tools.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or GED.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license.

COMPETENCIES:**Foundational**

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

WORKING CONDITIONS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- Typically performed in the field, which requires travel daily from site to site.
- This position involves work outdoors on a year-round basis and is subject to extreme weather conditions.
- This position requires work at a sanitary landfill and an outdoor maintenance yard, which may be dirty and strewn with construction debris.
- The noise level in the work environment is usually moderate to loud.
- May be exposed to moving mechanical parts and both on-road and off-road vehicles.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:

- Must be able to regularly and punctually attend work at the City Shops, landfill, or other assigned locations.
- Operate a motorized vehicle, which may include inclement weather conditions.
- Operate standard equipment and tools to perform assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces, crawl spaces as well as the ability to climb ladders and stairs, ride on platform hoists.
- Ability to lift, push, carry and pull materials and objects weighing up to 60 lbs. on a routine basis and up to 90 lbs. as needed using proper lifting techniques.
- Manual dexterity of hands and fingers to include repetitive grasping and reaching.
- Good vision to read print and computer screens.
- Ability to hear and speak to communicate in person and over the telephone.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: (For Archive)


Human Resources Director


Date


Department Director


Date


City Manager or Authorized Designee


Date