

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Apprentice Sanitation Worker	Job Code: 2600
Date: October 24, 2017	EEO Code: SM
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is entry-level equipment operation and solid waste collection work in Sanitation in Public Works.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated supervisor and perform all assigned tasks under close to general supervision. This work differs from that of higher-level Sanitation Workers by its lesser degree of required experience and knowledge. *Note: Employees of this class are eligible for advancement to the next level in this career series as directed by policy.*

ESSENTIAL DUTIES: Drive and operate a variety of refuse collection equipment including operating a tilt-frame truck, large 22-yard roll-off containers, automated side loader, automated packers, stake bed delivery vehicle, and light, medium, and heavy trucks; operate vehicle in light to heavy traffic through residential areas and on the highways, often in inclement weather; operate vehicle and equipment to collect containers while driving and/or backing between parked vehicles and other obstructions in tight, restricted, or congested areas; follow a complicated route map and complete route within allotted time; maintain route books; ensure container is left in upright position after dumping; may provide assistance to customers with special needs (box pickups, bringing can to curbside, and similar requests); provide service for missed pickups from previous workdays; establish and maintain good relations with residents; operate and maintain the City's composting and yard waste recycling equipment including grinder, trommel screen, and compost turner.

Assist in performing maintenance of trucks, equipment, and containers including fueling, oiling, changing tires and lights, and checking brakes; clean out ram areas and trucks; report damage to or needed repairs of containers and equipment; inspect trucks and equipment daily; diagnose minor equipment problems; maintain records for equipment usage; assist other crew members, staff members, and Sanitation Supervisor or Manager as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: One year of general equipment operation and/or maintenance experience or other job-related experience.

License(s)/Certification(s): A valid, lawful Class B Commercial Driver's License (CDL) is required at time of appointment.

SELECTION FACTORS: *Knowledge of:* the operation and maintenance of heavy duty trucks and collection equipment; the methods and techniques of solid waste collection; hazards and safety precautions inherent to operating refuse collection equipment; standard practices, methods, and equipment operations; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; the operations, functions, and terminology common to the work. *Skill in:* hand-eye coordination and manual dexterity; following a complicated route map in a tightly scheduled time frame; practicing

trust-building behaviors. **Ability to:** follow specific and general instructions; learn and follow standard safety practices and procedures inherent in refuse collection; simultaneously operate vehicle with hands and legs while operating equipment using a series of levers, buttons, and pedals in a repetitive and continuous motion; quickly and accurately perform work; communicate effectively both verbally and in writing; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports.

TOOLS AND EQUIPMENT USED: Tilt frame truck, front-end loader, automated truck, dump trucks, loaders, snow plow, two-way radio.

PHYSICAL DEMANDS: Requires agility to perform the work, regularly operating equipment for long time periods, repetitive heavy lifting up to 100 lbs., manual dexterity, and ability to maintain balance on icy, wet, and slippery surfaces.

ENVIRONMENTAL FACTORS: Exposure to adverse weather conditions, hazardous conditions, odors, fumes, dust, noise, and heavy traffic. May involve exposure to stressful circumstances including interactions with the public in negative situations. *Note: Employees of this class may be subject to on-call status.*



Department Director

10/18/17

Date



Mayor/Chief Administrative Officer

10/24/17

Date

NOTE: *The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.*