



JOB DESCRIPTION

TITLE: REFUSE COLLECTOR/OPERATOR

DEPARTMENT: Public Works

LEVEL: 7

Position Last Evaluated: May 2018

Job Desc. Last Updated: Nov 2020

JOB SUMMARY

Under the direction of the Sanitation & Cemetery Supervisor, the Refuse Collector/Operator operates various refuse collection vehicles to collect garbage, organics, and recycling materials.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Collects refuse from households or public spaces on a day-to-day basis following pre-determined routes and schedules, as instructed by their immediate supervisor.
2. Responds to homeowners' needs, questions, and problems in a polite, efficient, and effective manner, and in accordance with applicable Municipal Bylaws. Refers difficult situations to the immediate supervisor.
3. Performs safety checks on vehicles and equipment before and after operating by cleaning, checking, and performing light servicing work daily, and completing the vehicle pre-trip and post-trip checks. Reports vehicle damage immediately when noticed or when it occurs.
4. Applies departmental policies and bylaws when collecting refuse. Communicates any exceptions and maintains accurate reports and records related to the work.
5. Assists the mechanic shop with the preparation of the vehicle for driving in adverse conditions.
6. May provide orientation to new or temporary staff.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

7. Manages own workload in a safe and effective manner.
8. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the rules of safe operation and precautions to be taken to avoid accidents in the operation of moderately large vehicles and attachments under normal and adverse driving conditions.

Working knowledge of current solid waste collection and disposal practices, and applicable Municipal bylaws and sanitation equipment.

Knowledge of municipal street layout and commercial vehicle traffic requirements.

Ability to operate safely and efficiently all equipment related to the work from a seated left hand or right hand side driving position or stand-up right or left hand side driving position.

Ability to read and follow routing maps and to make recommendations for changes to improve the service.

Ability to operate onboard computer to enable proper tracking and communicating of curbside refuse collection data.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Ability to understand and execute both written and oral instructions.

Ability to take initiative and to work in an effective and safe manner without direct supervision.

Work may involve short periods of lifting heavy and/or awkward objects and/or maneuvering of heavy equipment and/or climbing structures. Core work activities typically require a light level of activity on a continuous basis.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of Grade 12.

Minimum 3 months' experience driving a refuse collection vehicle.

MINIMUM TRAINING AND EXPERIENCE REQUIRED cont.

Or an equivalent combination of education and experience.

Possession of a valid Class 3 BC Drivers' Licence with Air Endorsement.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes to maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.