

CITY OF GEORGETOWN
ORDINANCE NO. 10-005

AN ORDINANCE RELATED TO AMENDING THE JOB CLASSIFICATION FOR
SANITATION TRUCK DRIVER

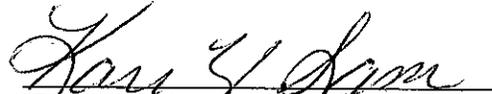
WHEREAS, the City of Georgetown has written job classifications for its employees which includes job and licensing requirements and which are in need of periodic review and changes where necessary,

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL FOR THE CITY OF
GEORGETOWN, KENTUCKY, AS FOLLOWS:

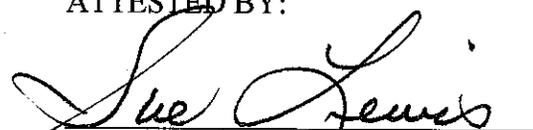
Section 1. The position of Sanitation truck driver shall be hereby amended to Sanitation truck driver/sanitation worker. This position shall comply with all duties, qualifications and requirements provided in the position classification, which is attached hereto and made a part hereof.

The foregoing Ordinance was introduced and read for the first time on January 11, 2010, read for the second time adopted and approved at the regular meeting of the Georgetown City Council on February 8, 2010.

APPROVED:


Karen Tingle-James, Mayor

ATTESTED BY:


Sue Lewis, Clerk

NON-EXEMPT

CITY OF GEORGETOWN

GROUP CLASSIFICATION

SUPPORT

POSITION CLASSIFICATION: Sanitation Truck Driver/Sanitation Worker

GRADE: 05

DEPARTMENT: Public Works

IMMEDIATE SUPERVISOR: Supervisor of Special Projects/Sanitation

SUPERVISES: Sanitation Worker

CHARACTERISTICS OF POSITION: Under general supervision, operates sanitation truck; supervises and assists in the collection, transport and disposal of refuse; performs related work as required. May perform functions of a Sanitation Worker on a regular basis. Responsible for the proper collection of refuse by the Sanitation Worker and reporting any and all daily problems or complaints to proper authorities for investigation.

GENERAL DUTIES AND RESPONSIBILITIES:

Essential: Operates sanitation truck on assigned daily routes. Observes posted speed limits and other laws, regulations, and safety precautions regarding vehicle. Assists in the collection of refuse. Performs minor repairs on collection vehicle and ensures major repairs receive immediate correction. Assists in cleaning and sanitizing collection vehicle. Accepts customer complaints and attends to their disposition or forwards to supervisor. Perform as Sanitation Worker on a regular daily basis to assist and ensure refuse is properly collected. May perform other unrelated duties in department.

Non-essential: None.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Training and/or Experience: Diploma from elementary school (Eighth grade) and a minimum of two years work experience as sanitation worker or truck driver. Must have ability to follow oral and written instructions.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge: Knowledge of the equipment, materials, methods and techniques used in the collection, transport and disposal of refuse. Knowledge of the service area, including streets, alleys, businesses and residences. Knowledge of work hazards and applicable safety precautions associated with collection and disposal equipment and procedures.

Skills: Skill is the operation of sanitation vehicle in a safe and efficient manner.

Abilities: Ability to supervise assigned employees while assisting in completing required duties. Ability to establish and maintain effective working relationships with other employees, and the general public. Ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

SPECIAL LICENSING REQUIREMENTS: CDL (Class B) and valid Kentucky driver's license required.

ADDITIONAL REQUIREMENTS:

Instructions: General.

Processes: Occasionally deviates from standard operating procedures.

Review of Work: Occasional spot-check of completed work.

Analytical Requirements: Analysis based on precedent.

Public/Internal Contact: Public 50%; internal 50%.

Mental Effort: Moderate.

Interruptions: Few.

Work Environment: Outside

Physical Demands:

Lifting: Lifts heavy objects of more than 75 lbs on a routine basis. Work performed outside in inclement weather.

Use of Equipment: Continuous use of tools and equipment.

Vehicle Operations: Must operate sanitation vehicle.

Drug Free Workplace Policy: All employees of the City shall be and remain drug and alcohol free at all times when working for the City or engages in activities related to that work.

JOB DESCRIPTION AND WORKPLAN

POSITION TITLE: Sanitation Truck Driver/Sanitation Worker	GRADE: 05	NON-EXEMPT
INSTRUCTIONS:	Use simple, non-technical words to describe each duty and responsibility to be performed and the office/maintenance. Police, Fire and Public Works equipment to be utilized. Use a separate paragraph for each duty/goal (limit to five major duties, if possible), beginning with the duty/goal that takes up most of your time and ending with those duties/goals that are occasional or special assignments. In the column on the left, estimate the percent of your time spent on each duty/goal. If more space is necessary, utilize page two format.	
% OF TIME	SPECIFIC DUTIES AND RESPONSIBILITIES OF POSITION	
75%	Responsible for driving and safe operation of garbage truck along with preventative maintenance on truck. Make sure all men on board have and wear correct safety equipment.	
20%	Transportation of solid waste to landfill and cleaning of truck.	
5%	Other duties related to solid waste removal.	
100%	NOTE: PERFORM OTHER RELATED DUTIES AS ASSIGNED BY SUPERVISOR.	

{Complete Lower Portion After Employment}

I hereby certify that I have read and understand the above described position, including the duties and responsibilities which I have been employed to fulfill.

Employee's Typed Name

Employee's Signature

Date

I hereby certify that I have discussed the duties and responsibilities of this position with the employee and he/she has received a copy.

Department Director or Director of Human Resources

Date