

## **SOLID WASTE EQUIPMENT SERVICE ASSISTANT**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Solid Waste Equipment Service Assistant may be assigned to one or any combination of the following assignments. This class performs related duties as required.

**Barrel Delivery/Repair Assignment:** Performs routine tasks involved in the delivery and repair of the automated barrels in the City. Employees may be assigned to deliver, remove, or replace barrels in the field, and/or repair and wash barrels in the yard. Incumbents in this assignment may be required to work the Household Hazardous Waste (HHW) events.

**Collection of Municipal Solid Waste Assignment:** Employees may be assigned to operate light refuse equipment to collect municipal solid waste (including bulk items and appliances). As workload permits, employees may be assigned as a laborer on a rear loader for manual collection of bulk items and appliances.

**Fuel/Lube Assignment:** Performs routine tasks involved in the fueling and lubricating of assigned solid waste equipment. As workload permits, employees are also responsible for cleaning radiators and washing equipment.

**Operation's Assistance Assignment:** Employees may be assigned to assist Solid Waste Equipment Operators in backing situations. In addition, employees may be assigned to perform site checks for bin, barrel, and roll-off container(s) placement.

**Distinguishing Features:** This class is an entry-level class in the Environmental Management and Sustainability Department. Supervision may be limited to the start of the shift, or through written reports. Employees are required to use appropriate safety equipment and procedures in performing assignments. A Solid Waste Equipment Service Assistant reports to a Solid Waste Foreman who reviews work through conferences, the observation of work in progress, and a review of the final product. Employees may be assigned a shift which includes nights, weekends, and holidays. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to one year of full-time employment in servicing motorized equipment, delivering supplies, and/or performing heavy manual labor.

**Special Requirement.** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** This class is subject to Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 382 (by assignment).

**Preferred/Desirable Qualification.** A Class B Arizona Commercial Driver's License is preferred.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with management, other City employees, vendors, and the general public in order to follow verbal and/or written instructions, and to establish and maintain effective working relationships. Prepares daily work summaries to inform management of the status of assigned work. May be required to communicate program criteria to customers, and solve problems regarding barrel delivery and customer expectations. May be required to monitor and inspect the work of private contractors that wash the refuse trucks to ensure adherence to the contract.

**Manual/Physical:** Performs minor service on light- to heavy-duty equipment, such as cleaning radiators or equipment, fueling vehicles, lubricating chassis, and cleaning engines. Requires a standard Arizona Driver's License to deliver automated barrels and/or to operate light equipment. Operates power driven machinery, such as buffers, air wrenches, drills, saws, grinders, etc. Cleans, repairs, loads, unloads, and delivers barrels; maintains inventory of barrels and supplies; and collects refuse and recyclables throughout the City while operating light refuse equipment. Assists with the manual collection of refuse/brush. Uses common hand tools, such as hammers, screwdrivers, saws, etc. Maintains simple records. Inspects and evaluates vehicles and working conditions to determine compliance with established safety and operating procedures, and applicable federal, state, and local regulations. Detects unsafe working conditions (example: backup warning devices, smoke and toxic gas fumes, etc.) associated with servicing equipment. Exercises care in using cleaning materials and fluids in cleaning work areas and equipment. Employees may assist Equipment Operators in backing situations, and perform site checks for bin, barrel, and roll-off container(s) placement. Meets scheduling and attendance requirements.

**Mental:** Resolves operational problems in accomplishing assigned tasks. Works with customers to resolve problems and/or accommodate their needs within program guidelines. Understands verbal and/or written instructions. Comprehends and makes inferences from written material. Prioritizes, plans, and organizes own work assignments. Learns job-related material through on-the-job training.

### **Knowledge and Abilities:**

Knowledge of automotive equipment, including the fuels, lubricants, and standard tools and equipment commonly used in servicing vehicles and motorized equipment.

Ability to:

drive light-to-heavy equipment in the equipment yard in order to complete fueling and lubricating responsibilities;  
perform minor service on equipment;  
clean and deliver barrels;

maintain simple records;  
maintain inventory of barrels and supplies;  
carry out verbal and written instructions;  
perform all physical requirements of the classification;  
drive light solid waste equipment to deliver automated barrels and collect municipal solid waste;  
assist with the collection of appliance, brush, and other types of municipal solid waste; and  
establish and maintain effective working relationships with management and coworkers.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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JOB FCTN-GEN

INCREMENTS 81-200

PAY GRADE: 34

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