

CITY OF BURBANK

SOLID WASTE LEADWORKER

DEFINITION

Under direction, to lead and assist crews in the collection, trucking, and disposal of refuse and recyclable materials using automated and manual methods; and to do related work as required.

ESSENTIAL FUNCTIONS

Leads, assists, trains, and evaluates crews engaged in collection, trucking, and disposal operations; handles requests for service; schedules work; supervises activities such as cart assembly, cart delivery, metal bin operation, bulky collection, bin repair, or related functions; assists with routing; determines route assignments; documents industrial and vehicle accident records; operates all equipment assigned to refuse and recyclable materials, including bin handling unit, small truck and trailer, forklift, and various types of solid waste collection trucks, including front loader, side loader, rear loader, and automated unit; maintains a variety of records, including cart and/or bin inventory; assists management in the development and implementation of performance standards; conducts safety meetings and enforces safety regulations; participates in the selection, training, and evaluating of solid waste personnel; works with employees to correct deficiencies; recommends disciplinary actions as needed, up to and including termination.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – the methods, materials, and equipment used in refuse and recyclable materials collections, trucking, and disposal; traffic laws involved in equipment operations; safe operations of and safety precautions necessary in operation of equipment, including various types of solid waste collection trucks; basic computer operations; City streets; principles and practices of sound supervision, training, and performance evaluations.
- Ability to – operate typical refuse and recyclable materials collection equipment such as bin handling unit, small truck and trailer, forklift, and various types of solid waste collection trucks; communicate effectively orally and in writing; understand and carry out written and oral directions; supervise the work of a crew; objectively evaluate work performance; maintain a variety of records; operate a computer; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Three years of experience in responsible work related to solid waste operations.

License & Certificates: A valid California Class “B” driver’s license or equivalent without air brake restriction at time of appointment.

SUPPLEMENTAL INFORMATION

None.