

**BOROUGH OF KUTZTOWN
POSITION DESCRIPTION**

**POSITION TITLE: REFUSE LABORER I
FULL TIME AFSCME POSITION/NON-EXEMPT STATUS
REFUSE/RECYCLING (SANITATION DEPARTMENT)**

REPORTS TO:

Borough Manager ultimately, Superintendent of Public Works primarily, and the Sanitation Department Crew Leader tertiary, or the person assigned by the aforementioned personnel.

PURPOSE OF THE POSITION:

The primary function is to assist the Sanitation Department in the collection of refuse and recyclables in a safe manner.

This is a semi-skilled position which could require a variety of duties, not only in the Sanitation Department, but also within the other departments or functions for which the Borough of Kutztown is responsible.

This position will include, from time to time, other types of labor work to be performed to maintenance of municipal facilities and services. In addition, various types of work shall be performed when emergency conditions exist which would affect the health, safety, and welfare of the borough and the public in general.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Capable of fulfilling all the responsibilities assigned to the Nonskilled Laborer position.
2. Be knowledgeable and proficient in proper lifting techniques.
3. Demonstrate proficiency in basic aspects of proper refuse packer operation.
4. Be knowledgeable about refuse and recycling procedures.
5. An employee in this position will also be required to assist within other departments of the borough operations when needed.
6. Properly maintain equipment and tools by cleaning and checking after use and referring defects or needed repairs to supervisor.
7. Perform all duties in accordance with safety policies and procedures, work rules and regulations and security standards as established by the Borough of Kutztown.
8. Perform other work-related duties as assigned.

TO DO THIS TYPE OF WORK, YOU MUST BE ABLE TO:

Meet the following criteria: physical demands, environmental conditions, language skills, fundamental basics and relations to data, people and techniques, and educational, vocational preparation, and/or experience requirements that may be needed to perform successfully the tasks described within this position description.

PHYSICAL DEMANDS:

1. Frequent lifting, carrying, and dumping of objects weighing to a maximum of 75 pounds in large quantities and for long durations.
2. Walking and standing for long durations, climbing, balancing, stooping, kneeling, crouching, crawling, talking, hearing, and seeing throughout the work day. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
3. Specific vision abilities required include close and distance vision, color vision and the ability to adjust focus.
4. The employee must be able and willing to work irregular and/or extra hours, as required.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of the conditions an employee encounters while performing the essential functions of this job.

1. While performing the duties of this job, the employee frequently works near moving mechanical parts, in outside weather conditions, with chemicals, around fumes, and is subject to various noise levels, including moderately noisy to loud. Over 90% of work will be outside and would require strength and endurance adequate for labor in all kinds of weather and temperature conditions and changes.
2. Employee must become familiar with the Hazardous Communications Program, Right to Know, and Material Safety Data Sheets.
3. Employee is responsible to use all safety equipment properly as prescribed by the Borough.

LANGUAGE SKILLS:

1. Must have developed language skills to the point to be able to: communicate well, read instructions, rules, etc., be capable to look up unfamiliar words in dictionary for meaning, spelling, and pronunciation, signal people to convey or exchange information.

FUNDAMENTAL BASICS AND RELATIONSHIPS TO DATA, PEOPLE AND TECHNIQUES:

Data: Must be able to follow instructions, policies and procedures; keep accurate time and records; and be accountable and responsible for own work.

People: Must be able to work independently and with co-workers, develop good working relationships with fellow employees, be courteous and show respect to the public, and work in a safe and cooperative manner so as to protect him/herself, co-workers, and the general public.

Techniques: Good judgment required in selecting and using appropriate hand tools, objects, materials, stands and lifting techniques, and general work practices.

TOTAL EDUCATION, VOCATIONAL PREPARATION, AND/OR EXPERIENCE REQUIREMENTS:

1. A minimum high school diploma or G.E.D. equivalent, or completion of academic and/or vocational certification and not less than one (1) year of applicable credited and/or proven experience relating to this position; or
2. Applicable credited and/or proven experience with no less than two (2) years relating to this position is required.
3. Must possess ability, desire and willingness to continue to learn through on-the-job training.

SPECIAL REQUIREMENTS:

1. Must possess a valid PA driver's license
2. Must have completed infectious and bloodborne pathogen training.
3. Must successfully complete the required National Incident Management System (NIMS) training within allotted time.
4. Must submit to and successfully pass a pre-employment background investigation, successfully pass a drug screening and physical examination.

During consideration for advancement to the next program level within this department, it may be required for the employee to pass a written, oral, or practical exam or combination. If the employee fails to pass the examination, he or she may be reassigned to another borough position or held in the current classification until successful completion of all requirements. Failure to comply with above mentioned qualifications after a 2-year period may result in the employee's termination.

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of work-related duties and responsibilities does not preclude them.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I have reviewed the above Position Description containing the ESSENTIAL DUTIES AND RESPONSIBILITIES for a Refuse Laborer I and believe that:

_____ I can fully perform all duties without reasonable accommodations.

_____ I can fully perform all duties but only with the following reasonable accommodations:

_____ I cannot fully perform all duties even with reasonable accommodations.

_____	_____	_____
Name	Signature	Date