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City of Tahlequah, Oklahoma Job Description

Job Title: Collector
Department: Solid Waste
Reports To: Solid Waste Department Superintendent
FLSA Status: Non-exempt
Grade 3

Summary Responsible for the routine and timely pickup and disposal of all refuse within the geographic boundaries described by Sanitation Department Policy, as communicated by the department superintendent, and as mandated by the City of Tahlequah.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- 1) Work under the supervision of the packer truck driver, plant foreperson, and/or department superintendent.
- 2) Collect refuse, following prescribed daily routes, while riding the collector's platform on a compaction truck.
- 3) Collect yard waste, in the same manner, or by other means, as needed.
- 4) Learn to operate the truck's compactor controls as shown, but operate them only after proper training.
- 5) Pickup litter along streets, roads, and highways as needed.
- 6) Pickup litter from local events as requested.
- 7) Perform custodial work, or other work, around the sanitation plant as needed.
- 8) Clean and wash equipment as needed.
- 9) Watch for items that need repair and perform minor maintenance to department equipment as instructed.
- 10) Pick up scattered trash beside dumpsters and along routes as necessary.
- 11) Other tasks and duties may be assigned to the employee as needed by the supervisor in charge and/or city administration that are not included in this job description and may/or may not be in this department.

Duties and Responsibilities That Specifically Differentiate This Job Level From the Next Lower Job Level in This Department:

Supervisory Responsibilities

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Must be capable of lifting heavy and/or awkward objects.
- 2) Must be able to move quickly from the truck to the curb and back, while maintaining balance and carrying objects.
- 3) Self motivated to be able to work individually and cooperative enough to function as part of a team.
- 4) Willingness to do manual labor outside in all types of weather.

- 5) Ability to establish effective working relationships with fellow employees, supervisors, and the general public.
- 6) Maintain socially accepted standards of speech and appearance while on duty.
- 7) Must be willing to adhere to all applicable rules and laws regarding safety and work in a consistently safe manner.
- 8) Ability and willingness to perform assigned work in a timely and efficient manner.
- 9) Must have good balance and the ability and strength to maintain position on the collector's platform.
- 10) Must have basic abilities with hand tools and willing to learn more.

Education and/or Experience

High School Diploma, or equivalent, is preferable.

Language Skills

- 1) Ability to communicate effectively with fellow employees, supervisors, and the public.
- 2) Assertiveness to communicate as loudly as necessary with the driver.

Mathematical Skills

Reasoning Ability

- 1) Recognize unsafe conditions and situations.
- 2) Must be able to understand both oral and written instructions.

Certificates, Licenses, Registrations

Must possess a valid Oklahoma Class "D" Driver's License and maintain it throughout your employment.

Other Qualifications

- 1) Must successfully complete required drug testing and physical examination per City of Tahlequah's policies.
- 2) Have and maintain a driving record sufficient to satisfy the insurance mandates placed upon the city.
- 3) Establish employment eligibility under USDOL and City of Tahlequah rules and policies.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions are all demanded in the job.
- 2) The job is considered "Heavy Work".
- 3) Level Three Visual Acuity.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) The worker will be subject to: both inside and outside environmental conditions, weather related extreme cold and heat, noise, hazards, oils, and atmospheric conditions.
- 2) Obnoxious odors are an inherent facet of the job.