



**JOB TITLE:** Street and Sanitation Team Member

**DEPARTMENT:** Streets and Sanitation

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Street and Sanitation Supervisor

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## **I. POSITION SUMMARY**

The Street and Sanitation Team Member performs a variety of manual and non-manual tasks to achieve the goals set forth by the Street and Sanitation Supervisor at the direction of the Town Manager.

## **II. WORK REQUIREMENTS & ESSENTIAL DUTIES**

### **Requirements of Work and Responsibilities**

- Collects residential garbage; deposits garbage and trash into the collection truck.
- Manually loads/unloads materials onto vehicles.
- Cleans and maintains collection vehicle and related equipment.
- Assists coworkers as required for garbage/yard waste collection.
- Receives and/or reviews various records and reports including damaged cans, missing trash cans and routes being worked.
- Interacts and communicates with various groups and individuals such as the supervisor, coworkers, customers, and mechanics.
- Operates a variety of machinery and equipment to include garbage trucks. Utilizes a variety of tools and/or sets of tools to include shovels and brooms.
- Patches potholes with asphalt;
- Cleans catch basins, curbs and gutters;
- Trims bushes, weeds and trees at intersections and from right of ways;
- Sets up signage and markers for street repair or closings;
- Aids in traffic control during street repairs;
- Loosens materials for removal from areas being repaired;
- Snow removal from streets as needed;
- Transports and secures materials used to support walls of ditches;
- Constructs forms for pouring concrete;
- Repairs street signs and poles;
- Other duties as assigned.



### **III. COMPETENCIES**

**To perform the job successfully, an individual must have a record of demonstrating the following competencies:**

- ✓ Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- ✓ Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- ✓ Teamwork - Balances team and individual responsibilities.
- ✓ Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- ✓ Quality Management - Demonstrates accuracy and thoroughness.
- ✓ Ethics - Works with integrity and ethically.
- ✓ Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- ✓ Adaptability - Adapts to changes in the work environment.
- ✓ Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- ✓ Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
- ✓ Initiative - Asks for and offers help when needed.
- ✓ Judgment - Exhibits sound and accurate judgment.
- ✓ Planning/Organizing - Uses time efficiently.
- ✓ Professionalism - Approaches others in a tactful manner.
- ✓ Quantity - Completes work in timely manner.
- ✓ Safety and Security - Observes safety and security procedures.



#### **IV. MISCELLANEOUS**

##### **Education/Experience:**

High school diploma or GED is required. Three (3) to five (5) years of experience into road construction, maintenance/repair, and personnel management/team building. This position requires the employee to have a current CDL license or obtain a CDL license within ninety (90) days. Current CDL license preferred.

##### **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.

- ✓ Ability to stand and sit for periods of time and to move intermittently throughout the workday;
- ✓ Ability to work both indoors and outdoors with exposure to abnormally hot, cold and inclement weather conditions;
- ✓ Ability to operate heavy machinery such as trucks and electrical tools;
- ✓ Ability to perform focused work with close attention to detail, using strong sensory skills such as good eyesight, hearing and manual dexterity;
- ✓ Ability to push, pull and move up to fifty (50) pounds;
- ✓ This position may include exposure to high voltage, to high levels of noise and to hazardous fumes, odors, dirt and dust;
- ✓ Availability on a 24/7 schedule to assist with emergencies, weather conditions, and as needed to ensure public safety.