



## SOLID WASTE HELPER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under direction, performs routine maintenance of grounds, repair and cleaning, directs traffic and serves as traffic spotter at solid waste facilities; operates a variety of hand and power tools primarily at the Toland Road Landfill.

### **DISTINGUISHING CHARACTERISTICS:**

The **Solid Waste Helper** is an entry level maintenance classification that is characterized by the responsibility for erosion control, landscaping, landfill gas pipe maintenance, and general maintenance of grounds at active and closed landfills.

### **SUPERVISION RECEIVED:**

Direction is typically provided by the Solid Waste Operations Supervisor or higher level management staff, as assigned.

### **SUPERVISION EXERCISED:**

The Solid Waste Helper exercises no supervision.

### **ESSENTIAL FUNCTIONS:**

*Duties may include, but are not limited to, the following examples.*

- Performs construction activities including carpentry, electrical, painting, concrete construction, asphalt patching, and arc/gas welding; performs custodial tasks in office and service buildings; performs duties related to site cleanliness and dust control.
- Assists in construction activities by acting as rodman for surveyors and hauling/laying pipe; paints buildings, fences, tanks and other such structures.
- Trims trees, hedges, and shrubs, using lopping shears and chainsaw; performs routine grounds keeping tasks, such as operating power mowers, weeding, thinning, and planting landscaped areas; bags and/or picks up bags filled with litter; transports litter bags to landfill pit; posts signs; repairs and installs fencing.
- Performs Best Management Practices (BMP) for drainage and general facilities maintenance at the landfill.
- Proactively inspects grounds for erosion and drainage damage and alerts supervisor.
- Litter pick-up and site clean-up following wind and rain events.
- Assists in alignment of landfill gas pipeline.

- Ensures safe practices are followed on the work site, including maintaining safe work areas.
- Directs and controls vehicle traffic at the landfill, requiring the abilities to hear and communicate verbally.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as a member of a work team, requiring the ability to speak English.
- Keeps basic records of work performed, time sheets, etc.
- Demonstrates courteous and cooperative behavior when interacting with the public and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Performs other related duties as requested.

**EDUCATION AND/OR EXPERIENCE:**

*Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:*

**Experience:**

- One (1) year of experience in general site maintenance, preferably in a solid waste operation, or the performance of related work.

**Education:**

- Equivalent to a high school diploma.

**License/Certificate:**

Possession of a valid Class C California driver's license, and a driving record acceptable for insurability.

**KNOWLEDGE AND ABILITIES:**

*The following are a representative sample of the Knowledge, Skills, and Abilities necessary to perform the essential duties of the position.*

**Knowledge of:**

- Basic techniques and practices in performing semi-skilled carpentry, plumbing, welding, painting, concrete construction work, and custodial activities.
- Maintenance procedures followed at a landfill.
- Proper use and maintenance of power and hand tools utilized in grounds maintenance.
- Vehicle maintenance procedures.
- Grounds keeping and custodial activities.
- Stormwater BMP and site drainage maintenance.
- Safety protocols related to maintenance activities at a landfill, including proper use of Personal Protective Equipment (PPE).

**Ability to:**

- Interact with customers, communicating effectively in English.
- Proactively inspect grounds to determine erosion and need for drainage and BMP maintenance.
- Follow safety procedures, requiring the ability to read and write in English.

- Use hand and light power equipment.
- Perform the full range of work associated with grounds maintenance, including clean-out of drainage and BMP structures, litter pick-up, line trimming of site vegetation, setting sandbags, jute-netting, hydroseeding, and assistance in High Density Polyethylene (HDPE) pipe maintenance.
- Establish and maintain cooperative working relationships.
- Tolerate the work environment associated with solid waste landfill.
- Follow safety procedures and work safely.

### **WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement, in the performance of daily duties. The position also requires both near and far vision when inspecting work. The need to lift, carry, and push, tools, equipment, and supplies, weighing 25 pounds or more. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent uses cleaning and lubricating chemicals, which may expose the employee to toxins, fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions, and work with constant interruptions.

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.*

Established 7/18/18  
Class Code:816  
Bargaining Unit: SEIU  
FLSA: Non-Exempt  
EEO: EE06-Service/Maintenance

**PROPOSED SALARY:** \$16.03 - \$19.56/hourly; \$2778.53-\$3390.40/monthly