

POSITION DESCRIPTION

Position Title: **Brush Site Operator**
Department: Public Works
Division: Solid Waste
FLSA: Non-Exempt
Retirement: KPERS
Effective Date: November 6, 2024

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled work and operates a variety of equipment in the disposal of trees, brush and lumber and installation of signs. Directs traffic and inspects incoming loads at the site and can/will reject loads that are unacceptable for disposal.

SUPERVISION RECEIVED

Works under the immediate supervision of the Assistant Superintendent of Operations.

SUPERVISION EXERCISED

Generally none, but may occasionally be called upon to supervise additional manpower.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed).

- On site control of the daily operations of the Tree & Brush Disposal Site.
- Collects fees and charges and tally/deposit daily receipts for deposit at the City Clerk's Office.
- Make necessary decisions concerning the size/style of vehicle, the acceptability of the incoming materials, and the appropriate fee for loads.
- Operate various types of equipment used for brush disposal; to include but not limited to a track loader.
- Ensure site is left in a neat, orderly and secured condition prior to the end of each day. This includes the piling of collected brush and lumber for controlled burns and/or chipping into piles.
- Responsible for the burning/chipping operations of the site with the approval for the controlled burns by both the Fire Battalion Chief and the Solid Waste Foreman.
- Maintains compost area for continued processing of materials.
- Maintains phone and radio communications with the Municipal Service Center to receive or report variances to standard operations.
- Conducts a daily inspection of fuel, hydraulic fluids, tracks and other critical parts of the brush disposal site equipment.
- Maintains records relating to inspections, maintenance activity, customers, etc.
- Performs routine and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor. Cleans equipment.
- Observes surrounding conditions such as citizens, equipment, property, etc., in order to assure the brush and lumber is disposed of in a safe manner.
- Performs all duties in conformance to appropriate and security standards.
- Maintains and monitors a safety culture in accordance with City policy. This culture will minimize accidents, injuries and property damage. Follows proper safety procedures and/or reporting violations of safety policies. May perform or assist in accident investigations.

- May perform other duties as assigned.

PERIPHERAL DUTIES

- Meets with a KS Department of Health and Environment representative annually for maintaining compliance with state guidelines.
- Keeps and maintains logs/records on street sign inventory to reflect missing or damaged signs needing repair and replacement dates.
- Responsible for installation of new signs within the parameters of City codes/department policy.
- Assists the Street Division with snow removal tasks and the Garage Division with “other duties” when the Brush Site is closed for business during winter months.
- Serves on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

Education, Experience and License/Certification:

- (A) Be at least 18 years old at time of hire.
- (B) Graduation from high school or GED equivalent.
- (C) Minimum six (6) months experience in the operation of trucks and/or light equipment.
- (D) Must possess a current, valid driver’s license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- (E) Must have previous experience in handling a cash drawer without any record of conflict of interest from an employer.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of equipment, methods and procedures used in brush disposal activities; the hazards of applicable safety rules and precautions involved in equipment operation;
- (B) Skill in operations of some of the listed tools and equipment;
- (C) Ability to perform minor to heavy tasks for extended periods of time; Ability to work overhead and work from heights; Ability to establish and maintain effective working relationships with employees, supervisors and the general public; Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- Subject to immediate call outs during snow or other emergencies.
- Must comply with the City’s established on-call response timeframes (40 minutes) within 90 days of hire date.
- Ability to meet attendance requirements of position. Brush Site seasonal operating hours run Tuesday-Saturday, hours may vary.

DESIRABLE QUALIFICATIONS

- Have or obtain Class B Commercial Driver’s License (CDL) and all the proper endorsements to operate equipment or vehicles in division fleet.
- Experience with sign making and installation.

TOOLS AND EQUIPMENT

Motorized vehicles and equipment, including front loader, track loader with attachments, skid steer, mowing equipment, torch, common hand and power tools, post hole digger, chain saw, wrenches, mobile or portable radio and calculator with tape.

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.

While performing the duties of this job, the employee is regularly required to use hands to grasp, finger, handle, feel or operate objects, tools, or controls; and bend, stoop and reach with hands and arms. The employee frequently is required to walk, sit, hear and speak. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts or in high places and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles and smoke.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, review of qualifications/education and experiences; testing which may include: physical agility test, written and/or practical examination, oral interview, final selection, background investigation, reference check and post-offer medical examination to include a drug screen; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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.

APPROVING AUTHORITY:

Department Head

Date

HR Director

Date