

Employment Opportunity with the City of Shelbyville

Department: Street Department

Position: Trash Operations Laborer
Please see job description for qualifications

Hours/Schedule: Monday - Friday 7:00 am - 4:00 pm

Pay Rate: \$17.59 an Hour / \$36,587.00 Annually
(Raise after 6 months)

Deadline for Resume/Application: August 16, 2024 4:00 pm

You may submit Resumes or Applications to jbranum@cityofshelbyvillein.com or
Come to City Hall to get a paper copy.

(Applications can be obtained at www.cityofshelbyvillein.com under the Human
Resources tab)

Job Description Attached:

Benefits Include: Medical, Dental Vision & Prescription Coverage, Free
Onsite Clinic. Paid Vacation, Sick and Personal Time. Paid Holidays,
Employee Assistance Program, Life Insurance, Long Term Disability
Insurance and Short Term Disability Insurance and more.

**POSITION DESCRIPTION
CITY OF SHELBYVILLE, INDIANA**

POSITION: Trash Operations Laborer
DEPARTMENT: Street and Sanitation
WORK SCHEDULE: 7:00 a.m. - 4:00 p.m., M - F
JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: October 1997
DATE REVISED: August 2015

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Shelbyville provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process to perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Trash Operations Laborer for the City of Shelbyville Street and Sanitation Department, responsible for collecting and disposing of trash and debris on regular and special routes and clearing and maintaining City streets and rights-of-way.

DUTIES:

Collects refuse on designated routes, including emptying trash containers/loading trash on truck, operating hydraulic controls, and maintaining cleanliness of citizen properties.

Loads items on truck on special pick-up, including tree limbs, leaves, brush, garden waste, dead animals, debris and unwanted household items.

Occasionally operates chain saws, mowers, leaf machines, and chippers in clearing debris and removing leaves, weeds, brush and storm-damaged trees from rights-of-way, catch basins, road sides, culverts, guard rails and bridges.

Clears City streets of snow and debris and assists in and digging ditches as needed.

Repairs potholes as needed.

Receives and responds to citizen questions and complaints, directing complaints to supervisor as appropriate.

Occasionally responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

Must be at least 18 years of age.

Ability to meet all employer hiring requirements, including passage of a drug test.

Working knowledge of and ability to make practical application of department safety policies and procedures and applicable OSHA safety policies and procedures.

Working knowledge of department equipment and vehicles and ability to safely load materials, clear debris, and complete related maintenance and safety measures.

Working knowledge of local geography and ability to read and interpret local maps.

Ability to physically perform assigned duties, including standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing more than 50 pounds, shoveling, raking, pushing/pulling objects, reaching, bending, crouching/kneeling, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects.

Ability to understand, memorize, retain, and carry out verbal or written instructions.

Ability to effectively communicate in a courteous and tactful manner with co-workers, other city departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work alone with minimum supervision and with others in a team environment, often at a swift pace, and on several tasks at the same time.

Ability to occasionally work extended hours and holidays as assigned and occasionally respond to emergency calls as needed.

II. RESPONSIBILITY:

Incumbent works according to a customary routine with priorities determined by supervisor and service needs of the public. Assignments are set jointly by incumbent and supervisor and incumbent must have supervisors permission to deviate from standard operating procedures. Errors in work are primarily detected or prevented through standard safety procedures, supervisory review and/or notification from the public.

Incumbent reports directly to Assistant Superintendent.

III. PHYSICAL EFFORT:

Incumbent's duties may involve continuous physical exertion, standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing more than 50 pounds, shoveling, raking, pushing/pulling objects, reaching, bending, crouching/kneeling, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs duties outdoors and is frequently exposed to normal hazards associated with trash collection, such as machinery, traffic, noise, grease, dirt, dust, vehicle fumes, extreme temperatures and varying weather conditions. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent occasionally works extended hours and holidays as assigned and occasionally responds to emergency calls as needed.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Trash Operations Laborer for the City of Shelbyville Street and Sanitation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name