

Date: January 3, 2000

City of Warrenton Class Specification

REFUSE COLLECTOR I

Position Title

GENERAL DESCRIPTION:

Under supervision by Public Works Superintendent and with direction from Refuse Collector II, collects solid waste from residences and businesses and delivers to disposal site; prepares records of activities; constructs and maintains buildings, streets, water distribution systems and sewage collection systems; maintains motor vehicles and other equipment.

ESSENTIAL FUNCTIONS OF POSITION:

Operate refuse collection truck on predetermined route.

Deliver and remove collection drop boxes.

Perform routine maintenance on motor vehicles and power equipment.

Maintain records of special services provided at customer request.

Perform duties of a Utility Worker II engaged in the construction, repair and maintenance of streets, water, sewer and drainage systems and public property and buildings

Operate large motor vehicles.

EXAMPLES OF OTHER FUNCTIONS:

Read water meters.

Apply herbicides to roadsides and landscaped areas.

Make minor repairs to building structures, plumbing and electrical systems.

Locate and mark underground utility lines.

THE ABOVE DESCRIPTION DOES NOT INCLUDE OTHER DUTIES OF A SIMILAR COMPLEXITY AND RESPONSIBILITY WHICH MAY BE ASSIGNED TO THIS POSITION.

RCI

QUALIFICATIONS FOR EMPLOYMENT

Mandatory Qualifications: Graduation from high school or equivalent with 1 year of experience in operation of large trucks, possession of valid drivers license and commercial drivers endorsement.

Desirable Quaifications: Experience in the operation of a street sweeper and vactor truck.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Strenuous physical work is required which may involve lifting heavy objects, bending twisting, working above the ground/in trenches or on irregular surfaces, usually out of doors in conditions that may be wet and cold or otherwise unpleasant working conditions; occasional call out after regular working hours.

City of Warrenton

Public Works Application for Employment

An Affirmative Action, Equal Opportunity,

"Making a difference through excellence of service"



CITY OF WARRENTON

Applicant Information

Full Name: Date:

Address: Last First M.I.

Street Address Apartment/Unit #

Mailing Address: City State ZIP Code

Address Apartment/Unit #

City State ZIP Code

Phone: () Alternate Phone: ()

Email Date Available Desired Salary

Position Applied for:

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been a City of Warrenton employee? YES NO If yes, when?

Are you now a City of Warrenton employee? YES NO Department

Do you have relatives employed by the City of Warrenton? YES NO If yes, indicate name, relationship,

Do you possess a valid driver's license? YES NO Endorsement:(check one) A B C

(Driver's License State, Number and Expiration Date Optional until background check)

Driver's License Number: State Expiration Date:

Do you speak a second language? YES NO (If so what language (s)?)

If yes,

Office Skills

Typing Speed (wpm): Can you operate a computer? Yes No

Indicate the systems you can operate:

Excel:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Access	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Microsoft Word	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Publisher	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Autocad	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Adobe Acrobat	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Copier	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Power Point	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Fax/Scanner	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Describe your equipment operation skills related to the job for which you are applying.

Education

High School: [] Address: []

From: [] To: [] Did you graduate? YES [] NO [] Degree: []

[] High School Equivalency? YES [] NO [] School: []

College: [] Address: []

From: [] To: [] Did you graduate? YES [] NO [] Degree: []

Other: [] Address: []

From: [] To: [] Did you graduate? YES [] NO [] Degree: []

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

[]

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company: [] Phone: () []

Address: [] Supervisor: []

Job Title: [] Starting Salary: \$ [] Ending Salary: \$ []

Responsibilities: []

From: [] To: [] Reason for Leaving: []

May we contact your previous supervisor for a reference? YES [] NO []

[]

Company: [] Phone: () []

Address: [] Supervisor: []

Job Title: [] Starting Salary: \$ [] Ending Salary: \$ []

Responsibilities: []

From: [] To: [] Reason for Leaving: []

May we contact your previous supervisor for a reference? YES [] NO []

Employment History continued

Company:

Phone: ()

Address:

Supervisor:

Job Title: Starting Salary: \$

Ending Salary: \$

Responsibilities:

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? YES

NO

Company:

Phone: ()

Address:

Supervisor:

Job Title: Starting Salary: \$

Ending Salary: \$

Responsibilities:

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? YES

NO

Military Service

Branch:

From:

To:

Rank at Discharge: Type of Discharge:

If other than honorable, explain:

Consents and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location and overtime. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

If I am offered this position, I understand that I must pass a drug screen urinalysis before employment and periodically during employment as per the City of Warrenton Administrative and Personnel Policies.6.1.7.

If selected for the position, I understand the City of Warrenton will conduct a driving and criminal history background check, and contact my references and past employers unless otherwise declared in the employment history portion of this application.

I certify that I am capable of performing the duties outlined in the attached job description.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____

.Date: _____

Refuse Collector I Supplemental Questions

1. Do you have a class B CDL Oregon driver's license? Yes _____ No _____
Any additional endorsements _____

2. How much experience do you have operation of a refuse truck and other heavy equipment?
6 months _____ 1 year _____ 2 years _____ More (insert #) _____
Describe _____

3. How much experience do you have with mechanical repairs of heavy equipment?
6 months _____ 1 year _____ 2 years _____ More (insert #) _____
Describe _____

4. How much experience do you have with general carpentry?
6 months _____ 1 year _____ 2 years _____ More (insert #) _____
Describe _____

5. How much experience do you have with landscape maintenance?
6 months _____ 1 year _____ 2 years _____ More (insert #) _____
Describe _____

6. List any water and sewer certifications you possess.

Refuse Collector I Supplemental Questions

7. Describe your experience reading water meters?

6 months _____ 1 year _____ 2 years _____ More (insert #) _____

Describe _____

8. How much experience do you have with water service installations and repairs?

6 months _____ 1 year _____ 2 years _____ More (insert #) _____

Describe _____

9. How much experience do you have with sewer service installations and repairs?

6 months _____ 1 year _____ 2 years _____ More (insert #) _____

Describe _____

10. Please list any other certifications or experience you have that may be relevant to operating a refuse truck.

Refuse Collector I Supplemental Questions

Place an X next to all qualifications, tools used, equipment operated and maintenance tasks performed.

- _____ Operated sanitation truck
- _____ Class B CDL, with air brakes and tanker
- _____ Operate a computer efficiently
- _____ Design computer programs
- _____ Flagger certification
- _____ Pressure washer
- _____ Air compressor, Jackhammer
- _____ Gas weedeater
- _____ Graded gravel roads
- _____ Performed custodial work
- _____ Made repairs or adjustments to plumbing fixtures
- _____ Repaired and replaced electrical conduits
- _____ Made repairs to lawn mowers
- _____ Made repairs on construction equipment
- _____ Pruned trees with proper techniques
- _____ Made concrete patch or pours
- _____ Installed storm or sewer pipe
- _____ Installed lawn irrigation systems
- _____ Trained on and operated a forklift
- _____ Involved in asphalt paving operation
- _____ Know how to set up construction signs for flagging operation
- _____ Used confined space retrieval
- _____ Operate a backhoe
- _____ Dug trenches with a backhoe
- _____ Changed backhoe bucket
- _____ Operated front-end loader
- _____ Loaded trucks with loader
- _____ Operated dump truck
- _____ Brush hog mower
- _____ Riding lawn mower
- _____ Operated a boat with an outboard mower
- _____ Replaced street signs
- _____ Worked with framing a wall in a building
- _____ Pressure wash and paint a building

List up to 10 more tasks, tools or equipment you've used or done.

1. _____
2. _____

Refuse Collector I Supplemental Questions

3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____