

**GENERAL PUBLIC WORKS EMPLOYEE I**  
Sanitation Collector/Driver  
**CITY OF ELLIS, KANSAS**

Department: Public Works  
Reports To: Public Works Director  
Retirement Plan: KPERs

Position Type: Full-time

This description was last updated March 2012

**FLSA: Non-exempt**  
**ADA: Applicable**  
**OSHA: Bloodborne Pathogens**  
**WORKING CONDITIONS:**  
**Hazardous Chemicals**  
**Confined Spaces**  
**Adverse Weather**  
**Elevated Areas**  
**Excessive Noise**

*Position Summary*

Under the supervision of the Public Works Director, the General Public Works Employee I (Sanitation Collector/Driver) is a non-exempt position under FLSA. The primary function of this position is to assist with manual work associated with refuse collection and operating department equipment;

This employee may be assigned to supervise others on specific projects and should possess a strong mechanical aptitude, and effective communication and public relation skills. This position also helps maintain streets, water supply, and sewage disposal systems.

*Examples of Work (Essential Functions)*

- Assists with trash collection and knowledge of trash collection routes
- Drives refuses trucks
- Delivers refuse to landfill
- Assists with recycling

*Examples of Work Secondary Functions)*

The position of General Public Works Employee I (Sanitation Collector/Driver requires cross-training inclusive of the various areas of labor in the Public Works Department. Examples of functions which may be required of the General Public Works Employee I include:

- Operates and maintains departmental equipment including but not limited to backhoes, vehicles, motor grader, asphalt rollers, crack sealers, sewer cleaners, tractors, forklift, air compressors and trenchers;
- Maintains city utilities;
- Performs gas and arc welding and cutting;
- Installs and reads water meters;
- Repairs and installs street signs;
- Repairs pot holes and seals cracks in city streets;
- Mows city properties, parks, cemetery, water wells, wastewater treatment plant and road right of ways;
- Digs, covers, and backfill graves and maintains cemetery grounds;
- Inspects and maintains water wells and wastewater treatment plants;
- Grades and repairs gravel roads;
- Installs new water services;
- Repairs water mains and service lines, sewer mains, and storm drains;
- Ensures that the City is supplied with clean potable water on a day to day basis;
- Establishes and disconnects water service for City customers;
- Identifies water leaks and repairs them as necessary;

- Cleans sewer lines in emergencies;
- Maintains and cleans all facilities within parks;
- Maintains playground equipment;
- Keep parks free of debris and refuse;
- Completes reports as necessary.

*Additional Examples of Work*

- Assists with ground and building maintenance of all city properties;
- Maintains radio communication with other departments as necessary;
- Completes work orders as assigned;
- Trims trees from alleys, city properties, parks, cemetery, water wells, wastewater treatment plant, and road right of ways;
- Performs carpentry and plumbing duties;
- Provides snow and ice removal from city properties and streets during inclement weather;
- Performs other duties as deemed necessary or assigned.

*General Public Works Employee I  
Sanitation Collector/Driver  
Position Requirements*

Experience: No prior experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within three to six months of employment.

Education: A high school diploma or GED is preferred. Mandatory drug/alcohol testing per city policy. This position also requires that employees obtain training in confined spaces, hazardous waste, basic first aid, excavation and trenching. Requires a valid Kansas CDL license with air brake endorsement after 30 days of employment. Any other certifications deemed necessary by governing body/department head.

Technical Skills: A thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics are required. This employee must be able to operate dump trucks, loaders, backhoes, graders, tractors, lawn mower, sewer machines and other department equipment. The ability to understand and anticipate problems to follow department policies, and to interpret written instructions and manuals is required. This employee should possess a strong mechanical aptitude and effective public relations, oral and written communication skills. This position requires the ability to understand labels and material safety data sheets for chemicals that may be used.

Problem Solving: Some independent problem solving is involved in this position.

Decision-Making: Some independent decision making is involved in this position. This employee makes decisions about using appropriate sprays or chemicals, performing necessary repairs and performing daily duties in the safest and most efficient manner.

Supervision: This employee works with occasional supervision from the Public Works Director. This employee may be assigned to supervise others on specific projects.

Financial Accountability: This employee is responsible for safe operation of department equipment. This employee does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers and supervisory personnel is expected. Occasional contact with members of the city council may occur.

Working Conditions: Some adverse working conditions exist within this position. Exposures to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, confined spaces work permit required, heights and all types of weather conditions are expected. This employee is also exposed to explosives, departmental vehicles, and cutting, chopping and shredding machinery.

Physical Requirements: Manual labor including lifting and carrying heavy loads, extensive walking and the ability to operate departmental equipment is required daily in this position.

*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job*