

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: SOLID WASTE MAINTENANCE WORKER
DEPARTMENT: SOLID WASTE
REPORTS TO: SOLID WASTE TECHNICIAN

CLASS CODE: 3039
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general supervision, organizes, transports, and supervises inmate work crews assigned to work projects within Solid Waste. Incumbents in this classification provide on-site supervision for inmate work crews and perform specialized support duties. Work is performed under limited supervision within a framework of standard policies and procedures.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Maintains the safety and security of refuse sites, crew member and the public.

Assigns and supervises an inmate work crew performing refuse site litter cleaning, maintenance or other work.

Transports inmate crew to and from job site.

Monitors inmate job performance; monitors crews compliance with jail rules and regulations.

Prepares and maintains records, logs, rosters, and other reports relating to the work.

Schedules maintenance and repair work for truck and equipment.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Utility Trailer	Chain Saw	Weed Eater	Power Washer	Generator
Vehicle				

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

Six months to one year of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certification:

Valid State Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Techniques for working with individuals from various socio-economic backgrounds.

Safe work methods and safety precautions related to refuse site cleaning and maintenance.
Jail rules and regulations.

Recordkeeping, report preparation, filing methods and records management techniques.

Basic supervisory practices.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating effectively.

Mental and Physical Abilities:

Ability to administer first aid and determine emergency situations.

Ability to schedule, assign, and review the work of an inmate crews.

Ability to exercise independent judgement within established guidelines.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to establish and maintain effective working relationships with a variety of individuals.

While performing the essential functions of this job the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, speak and hear, and lift and/or move up to 25 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to outdoor weather conditions, work near moving mechanical parts, risk of electrical shock, work in high precarious places, and toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet.

file: solwstmt.35986

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.