1. Name of Employee: VARIOUS – 17 Positions

2. Employee's Present Class Title/Code: REFUSE COLLECTION TRUCK OPERATOR II 3580-2

3. Present Salary or Wage Rate: $76,270


Date Prepared: 11/19/19

5. Location of office or place of work: Various

6. Name of Department: LA SANITATION AND ENVIRONMENT

Division: LSD Section: CARE (17 Teams) Divisional Reference ID#

7. Name and title of the person from whom you ordinarily receive instruction and who supervises or reviews your work:

Name: Vacant Title: Chief / Senior Environmental Compliance Officer

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

<table>
<thead>
<tr>
<th>PERCENT OF TIME</th>
<th>DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>75%</td>
<td>Drives a one or two person pack type refuse collection vehicle; mounting and dismounting vehicle, loads and unloads refuse from vehicle, discharging load at designated disposal site; completes collection assignments; operates mechanical attachments to vehicle; makes routine operating reports; reports mechanical defects to equipment; makes minor repairs and adjustments to vehicles, as needed. Coordinates with Los Angeles Police Department (LAPD) and the Los Angeles Homeless Services Authority (LAHSA) to perform homeless encampment cleanups in each of the four LAPD Bureaus (Central, South, Valley, and West) and the Los Angeles River.</td>
</tr>
<tr>
<td>15%</td>
<td>May serve as lead worker for Maintenance Laborers on a two person truck; inspects loads for proper placement and securing; adheres to standards of cleanliness and general appearance of assigned vehicle; inspects truck for sufficient fuel and for general safety of vehicle. Directs MLs to work as a team; gives instructions as needed to lift, carry, and drag bulky materials to the truck for disposal; and separates hazardous materials from refuse for proper disposal.</td>
</tr>
<tr>
<td>10%</td>
<td>Receives and completes special assignments, as required.</td>
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</table>

9. How long have the duties been substantially as described above? Since Created

10. List any machinery or equipment operated and any unusual or hazardous working conditions. Drives and operates City refuse collection vehicles. May be required to operate a cell phone or tablet. Refuse may improperly include hazardous or toxic material.

11. Percent of time spent supervising (training and evaluation employees, assigning and reviewing work). N/A

12. Indicate the number of employees supervised by class title. N/A

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature ___________________________ Date ___________ Phone ___________________________
ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any of the duties and responsibilities on the other side are not sufficiently or accurately described. Duties and responsibilities are accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee’s work is assigned and reviewed.

Superintendence will consist of instructions or direction, verbal or written, and occasional follow-up with work at necessary interval. Work is subject to review in terms of adherence to policy, soundness of judgement, and results attained. Supervision of this position is in general terms and is reviewed for completeness of routes assigned and thoroughness.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Valid Class B driver’s license.

(b) Experience (type and length: list appropriate City classes, if any).

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities to do this job.

<table>
<thead>
<tr>
<th></th>
<th>Strength to:</th>
<th>Push</th>
<th>Pull</th>
<th>Average weight 60</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lift</td>
<td>------</td>
<td>--------</td>
<td>-------------------</td>
</tr>
<tr>
<td></td>
<td>Heaviest weight</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Climbing (stairs, ladders, poles)</td>
<td></td>
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<tr>
<td></td>
<td>How far</td>
<td>20 Feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Face severe working conditions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other/Explain:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outdoors</td>
<td>on/near water</td>
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</tr>
</tbody>
</table>

**SPECIAL NEED FOR:**

**EXTENSIVE USE OF:**

|   | Legs, for walking/standing | 40 |
|   | Hands and fingers | - |
|   | Back, for strenuous labor | 40 |

**Other/Explain:**

18. RESPONSIBILITIES.

(a) Policy and Methods: Describe the responsibilities for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any and approval by higher authority required.

Responsible for the implementation of LA Sanitation’s policies.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Responsible for the general economy of time and materials.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities or for planning or engineering in connection with the same: indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsible for the prudent use of machinery and equipment.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiable, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiable handled each month, or the amounts which are authorized to be expended each month. N/A

Is position bonded? N/A; amount of bond $ N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Frequent contact with City Residents and LA Sanitation employees.

(f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto.

Daily logs and vehicle condition reports.

Signature of the immediate supervisor: __________________________ Date: __________________________

Class Title: __________________________ Extension: ________________

Signature of Department Head: __________________________ Date: __________________________