

**BOROUGH OF BELLEFONTE
POSITION DESCRIPTION**

POSITION TITLE: Loader/Operator – Specialist I
DEPARTMENT: Public Works – Refuse Department
REPORTS TO: Public Works - Superintendent
FLSA STATUS: Non-Exempt
CLASSIFICATION:1

Overall Objective of Job:

This position requires the employee to perform various tasks related to the collection of refuse and in the maintenance of the Borough's refuse vehicles and equipment. The objective is to perform the Borough's refuse collection in an efficient and timely manner and ensuring safe work practices are at the forefront of the employee's daily activities.

Essential Functions of Job:

- Collects ALL refuse and garbage and rubbish within the Borough including brush, grass, ash, electronic equipment, furniture, etc.
- Must be able to keep accurate records of all special pick-ups;
- Operates a variety of specialized equipment including refuse trucks; backhoe, leaf collection truck, sweeper truck; etc;
- Rakes and sweeps leaves, dirt, fill in shoulder ruts with dirt or gravel;
- Direct and control traffic during refuse collection activities;
- Plow and remove snow;
- Perform routine housekeeping/custodial tasks within the Borough Buildings;
- Maintains the Borough's landfill keeping it neat and organized;
- Other duties as assigned.

Supervision Received:

Public Works Superintendant, Assistant Superintendant

Supervision Given:

None

Working Conditions:

- Primarily an outdoor environment and exposure to varied elements of heat, cold, rain; and snow;
- Exposure to loud noise and vibration;
- Monday thru Friday 6:00 am to 2:00 pm but may vary.

Essential Physical Demands:

- This position requires physical effort at frequent intervals and the employee must be able to lift up to 90 pounds without assistance;
- The employee must be able to continuously bend, lift, stoop, climb, and reach to perform the essential functions of the position;
- Must be able to work in extreme weather conditions;
- The position requires the employee to be able to tolerate high levels of noise associated with the operation of equipment and machinery;
- The position requires the employee to utilize the handrail step platform while the truck is moving from stop to stop.

Qualifications:

A. Education/Training:

- High school diploma or the equivalent required;
- Class A or B Commercial Drivers License; Class A Preferred

B. Work Experience:

- None

Knowledge, Skills and Abilities Required:

- Basic knowledge of arithmetic;
- Good verbal and written skills;
- Good interpersonal skills;
- Detail oriented;
- Ability to understand and follow instructions;
- Ability to work independently with minimal supervision;
- Self-motivated.