



CITY OF SENECA  
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Seneca, South Carolina 29678  
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**City Of Seneca – Public Works  
Position Description  
SANITATION DEPARTMENT LABORER**

**GENERAL PURPOSE**

Performs a variety of unskilled or semi-skilled maintenance work. Collects residential garbage for a medical exemption route serving disabled citizens. Collects recycling materials and delivers to appropriate site for disposal. This employee reports to the Sanitation Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Works on garbage truck in collection of household garbage. Collects materials on recycling truck. Assists in collection of tires and delivering them to landfill. Does maintenance work such as greasing or washing vehicles. Assists drivers in inspecting and performing general maintenance of trucks. Sweeps and cleans truck yard, with use of broom, shovel, and wheelbarrow. Handles roll carts and other containers to transport solid waste materials. Collects refuse on designated route within municipality and dumps refuse from containers onto truck. Performs all duties in compliance to appropriate safety and security standards. Responds to complaints about garbage or recycling services. Makes return trips to collect garbage or recyclables as needed. Delivers equipment to residents. Process all requests assigned by supervisor.

**PERIPHERAL DUTIES**

Cleans interior and exterior of trucks. Performs janitorial duties, recycling tasks and other manual tasks as required. Is required to fill other positions within the Sanitation Department.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- High school diploma or GED equivalent
- Any equivalent combination of education and experience.

Special Requirements

- Valid South Carolina Driver's License.

License Necessary Knowledge Skills and Abilities

- Some knowledge of equipment, facilities, materials, methods, and procedures used in recycling and sanitation activities.
- Knowledge of City Routes.
- Skill in operation of some of the listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to cross train for placement in other crews.
- Ability to work safely and quickly.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, other departments, and the public.

## **TOOLS AND EQUIPMENT**

Phone system, Brooms, Brushes, Mops, Scrapers, Shovels, Rakes, Squeegees, Steam Cleaner, Buckets, Cleaning Cloths, Detergents, Filters, Hoses, Shovel, Hand truck, Bins, Carts, Order Slips, Vacuums and Roll carts.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- The employee frequently is required to stand, talk and hear.
- The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl and smell.
- The employee must constantly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee regularly works in outside weather conditions.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and humid conditions, also noises and vibrations.
- The employee occasionally works in high, precarious places and is occasionally exposed to hazardous traffic conditions, fumes, or airborne particles, and toxic or caustic chemicals.
- The noise level in the work environment is usually loud.

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*The duties listed within this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

2/23/24