



Memorandum

Human Resources Division

TO: Vacellia Clark, Chief Examiner
Civil Service Commission

FROM: Human Resources Staff

RE: **Request to Establish New Classification for LRC Attendant**

DATE: March 26, 2014

Action Requested

Staff requests the Civil Service Commission approve the new classification of Landscape Recycling Center (LRC) Attendant.

Authority

Urbana Civil Service Rules and Regulations – Rule 2.4 (*Classification of New Positions*): “Before a new position is established, the Appointing Authority shall recommend to the Commission its allocation to an appropriate class. The department head desiring to establish a new position shall present, through the Appointing Authority, to the Commission a full statement of the duties, responsibilities of the new positions, together with his recommendations regarding title, qualifications needed and rates of compensation.”

Additional Information

The purpose of this position is to offer professional and technical assistance with the City’s Landscape Recycling Center. This position is slated to be classified at Pay Grade 25 (min.: \$16.19/hr., norm: \$17.17/hr.).

Attachments

- LRC Attendant job description.



CITY OF URBANA
Human Resources Division

LANDSCAPE RECYCLING CENTER ATTENDANT

JOB DESCRIPTION

Division: Arbor
Department: Public Works
Reports To: Arbor Supervisor & LRC Operators
FLSA Status: Non-Exempt
Job Type: Full Time; Civil Service, Non-Union
Pay Grade : 25
EEO Category : Service/Maintenance

JOB SUMMARY

The Landscape Recycling Center (LRC) Attendant assists in the daily operation of the LRC by loading product material into various sized trucks with heavy equipment such as front-end loader and skid-steer loader; delivering finished compost and mulches to customers with a dump truck; monitoring, organizing and helping site operators process a wide range of landscaping and forestry byproducts; testing and monitoring composted material throughout composting process as per Illinois EPA regulations; waiting on customers; collecting fees; and issuing receipts. The LRC Attendant also maintains heavy equipment; keeps the site free of refuse; and assists with the training of seasonal personnel.

ESSENTIAL FUNCTIONS

- Operates crawler loader, front-end loader, skid-steer loader, dump trucks, wood chipper, compost turner, compost screener, tub grinder, log splitter and chain saws.
- Monitors the type of material entering the Center and determines acceptability.
- Estimates volumes of materials received, operates cash register to issue receipts, and collects fees associated with the distribution of processed materials.
- Performs daily preventative maintenance on equipment.
- Maintains the Site in a clean and orderly manner to provide safe working conditions.
- Assists in maintaining adequate supplies of processed materials available for distribution.
- Cuts, splits and stacks firewood with an advanced log splitter.
- Weekly removes trash from entrance road and all areas of the site to maintain professional appearance and meet Illinois EPA permit standards.
- Secures Center entrances, buildings, and equipment.

- Loads and delivers product sold at the Landscape Recycling Center.
- Assists LRC customers with purchases and operates a cash register.
- Removes snow by shoveling, using snow blower on sidewalks in downtown area, and assists Arbor Supervisor with snow plowing as needed.
- Keeps daily logs and records as assigned.
- Acts as Site Crew Leader of seasonal and part-time personnel in absence of Site Operator or Supervisor.
- Assists with the training of other site personnel as necessary.
- Performs other related duties as assigned.

JOB REQUIREMENTS

KNOWLEDGE OF:

- Commercial composting process.
- Customer service.
- Occupational hazards and safety precautions and practices necessary in compost operations.
- Preventative maintenance and minor repair of equipment.

SKILLS & EXPERIENCE

- Knowledge of and skills typically acquired through graduation from high school; knowledge of basic science math, and communication; and two years related work experience.
- Knowledge and skills in using standard materials, tools, and equipment required for standard composting practices including front-end loader, skid-steer loader, wood chipper, compost screener, dump truck, snow plow, log splitter, chain saws, and backhoes.; ability to adapt to additional equipment and attachments as assigned.

ABILITY TO:

- Perform tasks under adverse weather conditions.
- Read and interpret work assigned through written and verbal instructions.
- Operate a cash register.
- Lift 40-70 pounds and maneuver at least 100 pounds on a regular basis.
- Operate City vehicles requiring a State of Illinois Class B, CDL, Air Brake and Tanker endorsement driver's license.

RESPONSIBLE FOR:

- Responsible for safe operation of City vehicles and equipment.
- Responsible for routine maintenance of equipment used.
- Responsible for monitoring acceptability of materials and accurately estimating volumes of materials admitted to Center.
- Responsible for proper accounting and records associated with receipt of landscaping byproducts and distribution of processed materials.
- Responsible for handling daily cash, check, and charge revenue.
- Responsible for appropriately securing entrances, buildings, and equipment in absence of supervisory personnel.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with general public and local businesses.
- Daily contact with Site Operator to receive and perform work assignments.

WORK ENVIRONMENT

- Works out-of-doors year round.
- Works with potentially dangerous tools.
- May work around potentially hazardous chemicals.
- May work near sewer and automobile fumes.
- May work near traffic.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL EFFORT REQUIRED:

- Must possess or obtain a State of Illinois Class B, CDL Air Brake and Tanker Endorsement driver's license within fifteen (15) days of employment.
- Must possess an Illinois Pesticide Applicators license, or obtain one within six months of employment.
- Must work Saturdays March through December.

The duties listed above 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.

Landscape Recycling Center Attendant

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.

Prepared By: _____
Signature *Date*

Approved By: _____
Division Manager *Date*

Approved By: _____
Human Resources Manager *Date*

Approved By: _____
Department Head *Date*

Class Specification History

New class: