

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

LITTER COLLECTION MONITOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to oversee a crew of inmates assigned to work detail involving litter collection from roadside areas. Duties and responsibilities include identifying sites requiring litter collection, planning daily work schedule and necessary equipment/materials, transporting inmates to work sites, monitoring inmates during work activities, preparing documentation and maintaining records, and performing other tasks as assigned. Reports to Solid Waste Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Inspects roadside areas to identify litter conditions and to plan future litter collection projects.

Plans daily work locations, work schedules, and necessary materials for litter collection activities.

Drives passenger van with trailer to transport inmates and equipment to/from work sites; picks up inmates from correctional facility; transports and releases inmates back to correctional facility upon completion of work detail.

Evaluates safety and security of work area prior to commencement of work; monitors work safety factors to ensure safety of work crews, employees, and the general public; provides safety equipment to crew; maintains traffic control.

Monitors activities and behavior of inmates during transport and during work details on a continual basis; conducts/records periodic population counts of inmates; ensures separation of inmates from the public; maintains inmate discipline; ensures established rules and regulations of correctional facility in regards to inmates are followed; avoids/reports escape of inmates while on work detail.

Operates a variety of standard and specialized equipment and tools associated with work activities, which may include a motor vehicle, passenger van with trailer, shovel, rake, hand tools, and/or radio communications equipment.

Maintains accountability for vehicles, equipment, and tools used on work details; obtains necessary equipment and tools from Solid Waste department; inspects vehicles to ensure safety, security, and proper operations; performs minor equipment repairs; requests, or coordinates maintenance or repair work on vehicles, equipment or tools; initiates requests/orders for new/replacement parts or equipment.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, inmates, and other individuals.

Maintains records/reports on all incidents, accidents, population counts, and other activities.

Prepares or completes various forms, reports, correspondence, logs, vehicle/equipment maintenance reports, accident/incident reports, population counts/reports, or other documents.

Receives various forms, reports, correspondence, logs, maps, policies, procedures, rules, regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

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Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with Solid Waste Director, employees, other departments, inmates, law enforcement personnel, correctional facility personnel, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Performs Solid Waste Department duties on days when weather does not permit or litter collection is not needed.

Performs various errands as needed, which may include picking up supplies, transporting inmates to other locations, or other tasks as assigned.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by 6 months previous experience and/or training in transportation, supervision, commercial driving; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Commercial Class "C" Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; and the ability to utilize principles of fractions.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, traffic hazards, bright/dim light, toxic agents, violence, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: walking on the side of the road

Surface: pavement

Estimated Total Hours: 2.5 **Maximum Continuous Time:** off and on

2. SITTING

Tasks: sitting in the van.

Estimated Total Hours: 5 **Maximum Continuous Time:** off and on

3. LIFTING/CARRYING

Objects: bags, trash bags, other roadside litter

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs					
11-25 lbs			X		
26-50 lbs					
51-75 lbs					
76-100 lbs					
>100 lbs					

4. BENDING/SQUATTING/KNEELING

Tasks: bending to pick up trash

Frequency: as needed.

5. REACHING

Tasks: as needed.

Hands Used: RIGHT LEFT BOTH X

6. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters		X
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges		X
Vibration		X
Fluorescent Lighting		X
Computer Monitor Screen Glare		X

Inside Building	0 % of time
Outside	100 % of time

7. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash	X	

8. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Van, Trash pick up claw

9. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes		X	
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date