

DEPARTMENT OF HUMAN RESOURCES*

CITY AND COUNTY OF HONOLULU

Class Specification

080330

PUBLIC FACILITIES REFUSE COLLECTOR
BC 04, BU 01Duties Summary:

Accompanies a truck to various designated locations in heavily used public areas and collects bagged refuse from public refuse disposal containers as a substantially full-time assignment; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from that of Refuse Collector in that the Public Facilities Refuse Collector collects refuse contained in plastic bags from various public use areas such as parks and beach areas, shopping malls, sidewalks, and bus stops; whereas the Refuse Collector collects refuse from residential and commercial establishments.

Illustrative Examples of Work:

Participates as a member of a crew in collecting refuse from various public areas; removes plastic bags filled with refuse from metal containers and loads same into bed of dump truck; loads large pieces of debris and other refuse, and polices collection points as required; accompanies truck to disposal sites and participates in the unloading of refuse; cleans, washes and disinfects disposal containers; cleans and washes down sheltered bus stops; installs new and replaces damaged metal litter and trash containers; cares for and maintains parks and other landscaped areas; cleans ground and buildings.

Minimum Qualification Requirements for the Class:

Training and Experience: None

License Requirement: Possession of an appropriate valid Hawaii State driver's license, as required.

Ability to: perform heavy manual labor; handle and use appropriate tools and equipment; understand and follow oral instructions; work harmoniously with other crew members; follow safety practices.

Physical Requirement:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Heavy

Special Working Conditions: exposure to filthy and/or obnoxious conditions.

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This is an amendment to the specification for the class, PUBLIC FACILITIES REFUSE COLLECTOR, which was approved on October 13, 1976.

APPROVED: May 30, 1995

CYNTHIA M. BOND
Director of Human Resources*

*Department of Human Resources effective 7/1/98

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Class Specifications
for the Class:

REFUSE COLLECTOR

Duties Summary:

Performs the lifting of heavy containers at designated collection locations around State buildings and grounds and deposits their contents into a refuse truck; and performs other duties as required.

Distinguishing Characteristics:

This class involves a regular and continuous assignment as a member of a refuse collection crew. A sustained lifting and movement of heavy containers is required at collection points; and litter, debris and other rubbish are also picked up and loaded manually.

Examples of Duties:

Accompanies a refuse truck on a designated scheduled route to collection pick-up points; lifts oil drums and other containers, and deposits contents into the load section of the truck; returns containers to their proper places; shovels or hand carries trash into the truck; rakes and tidies up refuse collection areas as necessary; picks up and loads tree trimmings and hedge cuttings into the truck; may assist in maintaining grounds areas by performing routine manual tasks such as weeding, watering and sodding; may dig and shovel dirt for the laying of lawn sprinkler pipes.

Knowledge and Abilities Required:

Knowledge of: Proper methods in the manual lifting of heavy objects; safety practices appropriate to the work.

Ability to: Perform heavy manual work; understand and follow oral instructions.

This is the first specification for the new class, REFUSE COLLECTOR established as a result of a classification appeal decision by the Civil Service Commission.

DATE APPROVED: October 11, 1965

/s/ Edmond L. McIntosh
for (Mrs.) EDNA TAVARES TAUFASAU
Director of Personnel Services

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Class Specifications
for the Class:

TRUCK DRIVER-LABORER

Duties Summary:

Operates medium and heavy trucks as a regular work assignment, and performs operational maintenance; performs manual, unskilled and semi-skilled work in the general construction and maintenance of roads and adjacent areas; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from classes in the Truck Driver series in that the Truck Driver-Laborer is regularly assigned to operate medium (factory rated capacity of 1-1/2 tons and over, but less than 5 tons), and heavy (factory rated capacity of 5 tons and over) trucks, but spends a major portion of the work time in performing manual, unskilled and semi-skilled work; whereas classes in the Truck Driver series are responsible for operating and maintaining trucks as a major work assignment and may perform manual work as an auxiliary or sporadic assignment.

This class differs from the class General Laborer II in the Truck Driver-Laborer, although spending a major portion of time performing manual, unskilled and semi-skilled work, is regularly assigned to operate medium and heavy trucks on a continuing basis; whereas the General Laborer II performs manual work which includes tasks that require some manipulative skill, but does not include the operation of medium and heavy trucks on a regular or continuing basis.

Examples of Duties:

Operates dump trucks to haul rocks, gravel, dirt and other material; operates a tank truck to haul water to landscaped areas; operates water pumps and waters plants and grass with hose or spray attachments; plants trees, shrubs and grass along landscaped areas of the highway; prunes trees and shrubs; cultivates and weeds landscaped areas; cleans ditches and culverts; cuts grass along highways; assists in building or repairing stonewalls, guard rails and patching pavement; performs a variety of manual, unskilled and semi-skilled work in the general construction and maintenance of roads, buildings, structures and equipment; keeps records of supplies and materials used in maintaining landscaped areas such as insecticides and fertilizers; may supervise a helper assisting in the maintenance of landscaped areas.

Knowledge, Skills and Abilities Required:

Knowledge of: Common hand tools and equipment used in manual, unskilled and semi-skilled work; common methods, procedures and materials used in general construction and maintenance work; method of operating motorized equipment representative of the class; the capacity and uses of motorized equipment representative of the class; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; hazards and safety precautions applicable to the operation of motorized equipment representative of the class.

Ability to: Operate motorized equipment representative of the class skillfully and safely; understand and follow oral and written instructions; perform minor maintenance work on equipment representative of the class; perform lifting, carrying or other manual work typical of the class; operate simple machinery; understand and observe traffic laws and rules; learn a variety of semi-skilled work tasks; operate simple machinery.

This is an amendment (format change only) to the class specification for the class TRUCK DRIVER-LABORER approved on December 3, 1985.

DATE APPROVED: 4/23/91

SHARON Y. MIYASHIRO
Director of Personnel Services

Minimum Qualification Specifications
for the Class:

TRUCK DRIVER-LABORER

Experience Requirement

One (1) year of manual, unskilled and semi-skilled work experience in general construction and/or building repair and maintenance, some of which shall have included the operation of trucks representative of the class (i.e., medium trucks with a factory rated capacity of 1-1/2 tons or more, but less than 5 tons, and heavy trucks with a factory rated capacity greater than 5 tons), or any equivalent combination of training and experience.

License Requirement

A valid license of the appropriate type (e.g., Class 4 or Commercial Driver's License with applicable endorsements) to drive in the State of Hawaii is required to perform the essential functions of the position.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

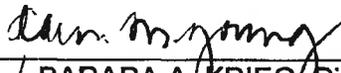
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class TRUCK DRIVER-LABORER, which were approved on April 23, 1991.

DATE APPROVED: 4/5/2013



BARARA A. KRIEG, Director
Department of Human Resources Development

DEPARTMENT OF HUMAN RESOURCES*
CITY AND COUNTY OF HONOLULU

Class Specification

080300

REFUSE COLLECTOR
BC 06, BU 01

Duties Summary:

Accompanies a refuse truck and collects refuse along an assigned collection route; and performs other related duties as required.

Distinguishing Characteristics:

This is the entry level class in the Refuse Collection series. This class differs from that of Refuse Collection Crew Leader in that the Refuse Collector accompanies a refuse truck and collects refuse as part of a refuse collection crew; whereas the Refuse Collection Crew Leader operates a heavy refuse truck and supervises a crew of Refuse Collectors in collecting refuse along assigned route.

Illustrative Examples of Work:

Collects garbage, rubbish and trash from residential and commercial sites; lifts containers and empties contents into the truck hopper; returns containers to proper places; collects and dumps hedge cuttings, branches etc. onto the trucks; operates hopper hydraulic levers for the compaction and ejection cycles; assists in guiding drivers to assure the safe movement of the vehicle; accompanies trucks to the incinerators.

Minimum Qualification Requirements for the Class:

Training and Experience: None

License Requirement: None

Ability to: perform heavy and sustained manual labor; read, understand and apply written instructions and guidelines regarding work schedules and assignments, safety practices and departmental directives; deal tactfully and effectively with the public; work harmoniously with other crew members.

Physical Requirement:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Heavy

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This is an amendment to the specification for the class,
REFUSE COLLECTOR, which was approved on September 30, 1974.

APPROVED: April 1, 1990

LORETTA K. FUKUDA
Director of Human Resources*

*Department of Human Resources effective 7/1/98

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Class Specifications
for the Class:

TRUCK DRIVER

Duties Summary:

Operates a truck of at least 1-1/2 ton factory-rated capacity but less than 5 tons, or a tank truck having a capacity of 1200 gallons or less as a major work assignment, and performs operational maintenance; may perform manual work tasks in connection with general construction and maintenance work; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Light Truck Driver in that the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons as a major work assignment; whereas the Light Truck Driver operates and maintains a truck having a factory-rated capacity of less than 1-1/2 tons or a passenger-type vehicle such as a sedan or station wagon as a major work assignment and may occasionally operate heavier trucks.

This class differs from that of Heavy Truck Driver in that the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons or a tank truck having a capacity of 1200 gallons or less as a major work assignment and may occasionally operate heavier trucks; whereas the Heavy Truck Driver operates and maintains a truck having a factory-rated capacity of 5 tons and over or a tank truck having a capacity of over 1200 gallons as a major work assignment.

Examples of Duties:

Operates a truck representative of the class to haul gravel, rocks, dirt, sand, rubbish and other materials; operates a tank; truck appropriate to the class for watering landscaped areas, poisoning weeds and brush, or for applying bitumuls to pavement; may keep records of areas watered or sprayed with poison; transports personnel to and from work sites; operates or runs equipment attached to or mounted on trucks such as booms, air compressors and spraying equipment; checks trucks for gasoline, oil, water, and proper air pressure in tires, and tends to such

needs; services and makes minor emergency repairs to equipment; cuts grass and branches; cleans storm drains, and cleans debris from highways and other areas; spreads asphaltic concrete and rock in repairing pavement; may direct others in loading and unloading truck; or may operate tractor mowers, light trucks or other similar pieces of equipment; and may occasionally operate other types of motorized equipment or heavy trucks.

Knowledge, Skills, and Abilities Required:

Knowledge of: Method of operating motorized equipment representative of this class; the capacity and uses of motorized equipment representative of this class; operational maintenance needs of motorized equipment representative of this class; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; and hazards and safety precautions applicable to the operation of motorized equipment representative of the class.

Ability to: Operate motorized equipment representative of this class skillfully and safely; understand and observe traffic laws and rules; perform minor maintenance work on equipment representative of this class; learn to operate attachments to trucks, such as booms, generators, air compressors, and spraying equipment; understand and follow oral and written instruction; use common hand tools; observe mechanical defects and take steps to have such defects corrected; and perform lifting, carrying or other manual work typical of the class.

This is an amendment (format change only) to the specification for the class TRUCK DRIVER approved on September 23, 1988.

DATE APPROVED: 4/23/91

SHARON Y. MIYASHIRO
Director of Personnel Services

Minimum Qualification Specifications
for the Class:

TRUCK DRIVER

Experience/Training Requirement

One (1) year of work experience in the operation of trucks representative of the class, or any equivalent combination of training and experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required

Applicants must possess valid license to drive in the State of Hawaii, and an appropriate Commercial Driver's License with proper endorsements, as applicable.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

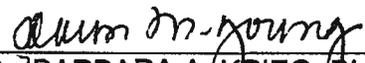
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class TRUCK DRIVER, which were approved on April 23, 1991.

DATE APPROVED: 8/20/2012



BARBARA A. KRIEG, Director
Department of Human Resources Development

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Class Specifications
for the Class:

HEAVY TRUCK DRIVER

Duties Summary:

Operates a truck having a factory-rated capacity of 5 tons and over, or a tank truck having a capacity of over 1200 gallons as a major work assignment, and performs operational maintenance; may perform manual work tasks in connection with general construction and maintenance work; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Truck Driver in that the Heavy Truck Driver operates and maintains a truck having a factory-rated capacity of 5 tons or over, or a tank truck having a capacity of over 1200 gallons as a major work assignment; whereas the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons, or a tank truck having a capacity of 1200 gallons or less as a major work assignment and may occasionally operate heavier trucks.

Examples of Duties:

Operates a truck representative of the class in hauling sand, rocks, aggregates, dirt, and other materials; operates a tank truck having a capacity of over 1200 gallons which is used for watering landscaped areas, poisoning weeds and brush, or applying bitumuls to pavement; operates or runs equipment attached to or mounted on trucks such as rock spreaders, booms, air compressors and spraying equipment; transports personnel to and from work sites; loads and unloads trucks; keeps equipment supplied with fuel, oil, water and air; services and makes minor emergency repairs to equipment; may keep records of areas watered or sprayed with poison; cuts grass, cleans ditches and cleans dirt and debris from highways and other areas; spreads asphaltic concrete and rocks in repairing pavement; may supervise others in loading and unloading trucks or performing other tasks related to the operation of the truck or attachments; and may operate other types of motorized equipment and assist in manual work as required.

Knowledge, Skills and Abilities Required:

Knowledge of: Method of operating motorized equipment representative of the class; the capacity and uses of motorized equipment representative of this class; maintenance needs of motorized equipment representative of this class; laws, ordinances, practices, and rules and regulations governing the operation of motorized equipment on streets and highways; and hazards and safety precautions applicable to the operation of motor vehicles.

Ability to: Operate motorized equipment representative of this class skillfully and safely; understand and follow oral and written instructions; perform minor maintenance work on equipment representative of this class; learn to operate attachments to trucks such as booms, generators, air compressors and spraying equipment; understand and observe traffic laws and rules; and observe mechanical defects and take steps to have such defects corrected; perform lifting, carrying or other manual work typical of the class.

This is an amendment (format change only) to the class specification for the class HEAVY TRUCK DRIVER approved on December 3, 1985.

DATE APPROVED: 4/23/91

SHARON Y. MIYASHIRO
Director of Personnel Services

Minimum Qualification Specifications
for the Class:

HEAVY TRUCK DRIVER

Experience Requirement

One (1) year of work experience in the operation of trucks having a factory-rated capacity of more than 1-1/2 tons, or any equivalent combination of training and experience.

License Requirement

A valid license of the appropriate type (e.g., Class 4 or Commercial Driver's License with applicable endorsements) to drive in the State of Hawaii is required to perform the essential functions of the position.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

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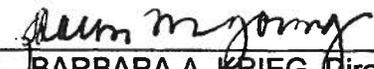
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class HEAVY TRUCK DRIVER, which were approved on April 23, 1991.

DATE APPROVED: 4/5/2013



BARBARA A. KRIEG, Director
Department of Human Resources Development

DEPARTMENT OF HUMAN RESOURCES
CITY AND COUNTY OF HONOLULU

Class Specification

080305

REFUSE COLLECTION CREW LEADER
BC 09, BU 01Duties Summary:

Operates and maintains a truck having a factory rated capacity of 5 tons or over in collecting and disposing of refuse; supervises the work of a crew of refuse collectors on an assigned collection route; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for operating a heavy truck and supervising a crew of Refuse Collectors in collecting refuse from residential and commercial areas on an assigned route.

Illustrative Examples of Work:

(The following examples of work are generally stated and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position and consistent with the class concept.)

- Operates a heavy truck and attachments and supervises a crew of Refuse Collectors in collecting and disposing of refuse, hedge cuttings, branches, old refrigerators and other large household appliances, furniture, lumber, oversized tree cuttings, automobile components, other bulky items, etc. on an assigned route.
- Checks crew in and out daily; paces work of crew, ensures proper performance of duties by crew members and enforces safety practices; reports problems and complaints encountered during tour of duty.
- Keeps truck supplied with fuel, oil, water and air; makes minor emergency repairs to equipment and reports major defects.
- Prepares simple reports and records as required.
- Explains routine refuse rules and regulations to residents and property owners.
- May assist Refuse Collectors in loading truck.

Minimum Qualification Requirements for the Class:

Training and Experience: Experience and/or training of sufficient scope and quality to show competence in refuse collection

work typical of the next lower class.

License Requirement: Possession of an appropriate valid commercial driver's license with proper endorsements, as applicable; and a current State Department of Transportation medical examination certificate.

Knowledge of: the operation, uses and capacities of a heavy truck; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; hazards and safety precautions in operating a truck; maintenance needs of motorized equipment; principles and practices of supervision.

Ability to: supervise a crew engaged in refuse collection activities; understand and explain the refuse ordinance and departmental regulations as they relate to collection activities; operate a heavy truck skillfully and safely; understand and observe traffic laws and rules; make minor and emergency repairs to the truck assigned; prepare and maintain simple reports and records; understand and follow oral and written instructions; perform manual labor; encourage and enforce safety practices; deal tactfully with the public.

Physical Requirement:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

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This is an amendment to the specification for the class, **REFUSE COLLECTION CREW LEADER**, which was approved on August 25, 2000.

APPROVED: July 21, 2005

NOEL ONO
for Director of Human Resources