

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: VARIOUS – 17 Positions	2. Employee's Present Class Title/Code: MAINTENANCE LABORER / 3112-6	3. Present Salary or Wage Rate: \$54,867
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4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	Date Prepared: 11/19/19
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5. Location of office or place of work: Various	6. Name of Department: LA SANITATION AND ENVIRONMENT Division:LSD Section: CARE (17 Teams) Divisional Reference ID#:
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7. Name and title of the person from whom you ordinarily receive instruction and who supervises or reviews your work:

Name: Vacant	Title: Chief / Senior Environmental Compliance Inspector
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8. Describe **in detail** the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of you time and then describe the duties that infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME

DUTIES

- | | |
|-----|---|
| 75% | Engages in work such as cleaning alley ways, sidewalks, and homeless encampments, including sweeping and polishing throughout the City of Los Angeles, including the Los Angeles River; cuts weeds and brush, cleans, rakes, hoes, shovels, prunes branches, sweeps or otherwise clears litter or debris from premises. Operates small power tools and hand tools such as chain saws, leaf blowers, and weed trimmers; works as a flag person at field locations. Coordinates with Los Angeles Police Department (LAPD) and the Los Angeles Homeless Services Authority (LAHSA) to perform homeless encampment cleanups in each of the four LAPD Bureaus (Central, South, Valley, and West) and the LA River. |
| 15% | Loads and unloads materials, supplies and equipment as needed; assists in crating and uncrating materials; moves heavy materials using hand trucks and dollies; may lift items weighing up to 70 pounds; loads and unloads automated containers onto or from a delivery vehicle and performs minor repair of containers in the field. |
| 10% | Assists Refuse Collection Truck Operator assigned to a two-person refuse truck in the loading and unloading of abandoned waste, bulky items, and/or white goods/electronic waste; washes and cleans refuse collection vehicles; drives a light truck or pick-up truck to deliver materials, bulky items, equipment, or crews as needed; performs minor truck repairs; washes and cleans refuse collection vehicles; must be able to read a street map and street signs; maintains the equipment as needed and follow all policies and procedures. |

9. How long have the duties been substantially as described above? **Since Created**

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
May drive a City vehicle. May be required to operate a cell phone or tablet. Refuse may improperly include hazardous or toxic material.

11. Percent of time spent supervising (training and evaluation employees, assigning and reviewing work). **N/A**

12. Indicate the number of employees supervised by class title. **N/A**

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any of the duties and responsibilities on the other side are not sufficiently or accurately described
Duties and responsibilities are accurately described.
15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.
Supervision will consist of instructions or direction, verbal or written, and occasional follow-up with work at necessary interval. Work is subject to review in terms of adherence to policy, soundness of judgement, and results attained. Supervision of this position is in general terms including route maps, and is reviewed for quality and thoroughness.
16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:
 (a) Education (include specific matter).
 (b) Experience (type and length: list appropriate City classes, if any).
Licenses (driving): Valid Class C driver's license
17. PHYSICAL REQUIREMENTS. Check below all physical capabilities to do this job.

<input checked="" type="checkbox"/> Strength to: <input checked="" type="checkbox"/> Lift <input checked="" type="checkbox"/> Push <input checked="" type="checkbox"/> Pull			Hours per week
Average weight <u>70</u>	SPECIAL NEED FOR:		
Heaviest weight _____	<input checked="" type="checkbox"/> Vision to read fine print/numbers	EXTENSIVE USE OF:	
<input checked="" type="checkbox"/> Climbing (stairs, ladders, poles)	<input checked="" type="checkbox"/> Hearing, for telephones/alarms	<input checked="" type="checkbox"/> Legs, for walking/standing	_____
How far <u>20 feet</u>	<input checked="" type="checkbox"/> Balance, for working heights	<u>40</u>	
<input checked="" type="checkbox"/> Face severe working conditions	Other/Explain: _____	<input checked="" type="checkbox"/> Hands and fingers	<u>40</u>
Outdoors _____ on/near water _____		<input checked="" type="checkbox"/> Back, for strenuous labor	<u>40</u>
		Other Explain: _____	

Other/Explain: _____

- (a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.
Assistive devices may be used.

18. RESPONSIBILITIES.

- (a) Policy and Methods: Describe the responsibilities for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any and approval by higher authority required.
Responsible for the implementation of LA Sanitation's policies.
- (b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.
Responsible for the general economy of time and materials.
- (c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities or for planning or engineering in connection with the same: indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.
Responsible for the prudent use of machinery and equipment.
- (d) Money: Describe the responsibility for and access to cash, stamps or other negotiable, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiable handled each month, or the amounts which are authorized to be expended each month. N/A
 Is position bonded? N/A; amount of bond \$ N/A
- (e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.
Frequently come in contact with City Residents and LA Sanitation employees.
- (f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto.
Daily logs and vehicle condition reports.

Signature of the immediate supervisor: _____ Date: _____

Class Title: _____ Extension: _____

Signature of Department Head: _____ Date: _____