



TOWN OF BERLIN JOB DESCRIPTION

Job Title: Sanitation Operator I
Department: Public Works – Sanitation
Reports To: Public Works Superintendent
FLSA Status: Non-Exempt
Grade: 5
Prepared By: Human Resources Director, KJ
Prepared Date: 06.11.26

OBJECTIVES:

To aid in the operations and duties of the Public Works Department. This position performs work in the repair, maintenance, and care of Town grounds, structures, and equipment. This position collects refuse and recyclable materials from town residents and town buildings.

JOB DUTIES:

Specific job duties and responsibilities include, but are not limited to the following:

- Collects refuse and recyclable materials from Town residents and public buildings.
- Performs manual labor including loading trash and recycling onto truck
- Operation of automated trash truck, operation of a rear loading trash truck, and operation of recycling trucks.
- Performs preventative maintenance on all equipment used.
- Performs manual labor such as mowing grass, trimming trees and shrubs, cleaning ditches, snow removal, debris cleanup, performing rough carpentry, general maintenance, and construction/small demolition projects for Town property.
- Operates the following heavy equipment, vacuum trucks, snowplows, street sweepers, tractors, and other types of similar equipment.
- Operates small equipment such as pumps, chain saws, weed-eaters, tillers, hand tools, rakes, hoes, shovels, and push-mowers.
- Performs road maintenance, flagging, and traffic control.
- Assists in parking lot striping, markings, and other types of interior and exterior painting.
- Assists in the preparation and breakdown of Town grounds and/or structures for special events and festivals. And provides support during special events as needed.
- Other duties as assigned, not limited to assisting other departments as needed.

WORK SCHEDULE:

This is a full-time position. With a 40-hour workweek and the possibility of overtime. This position is considered essential and is subject to emergency call-outs, nights, weekends, inclement weather, and holidays.

EDUCATION AND LICENSING:

A high school diploma or general education degree (GED) is required. The employee must be willing to attend training seminars relating to all job tasks as needed. Must possess and maintain a valid Class B Commercial Driver's License (CDL) with a good driving record; pre-employment and periodic review of Motor Vehicle Records are required.

JOB SKILLS, EXPERIENCE, AND KNOWLEDGE:

Must possess the ability to operate the tools required to perform the essential job duties of the position. Must possess the ability to use common sense understanding to carry out uninformed instructions and resolve problems in standardized situations. Must be able to perform duties safely and efficiently as well as set the standard for others. Must be able to keep an open mind, possess communication skills, and work with citizens, employees, and elected officials courteously and professionally.

WORK CONDITIONS:

The work environment characteristics described here are representative of those encountered while performing the essential functions of the job. The employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions and outside weather conditions. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment can be loud.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to use their body to handle, feel, reach, climb, balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. The employee may be required to complete a physical examination. The employee will be subject to pre-employment, post-accident, random, and reasonable cause drug and alcohol testing. The employee will be subject to a pre-employment background screening.

RESPONSIBILITY & AUTHORITY:

Responsible for maintaining the knowledge and skills necessary to perform the work required. The position is subject to all other general personnel regulations and procedures of the Town of Berlin, including disciplinary policy and grievance procedures as outlined in the employee handbook.

ADMINISTRATIVE, SUPERVISORY, AND OPERATIONAL REPORTING:

Reports directly to the Public Works Superintendent or the Director of Public Works in the absence of the Public Works Superintendent.

** Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.