

METRO Job Description

Class Numbers:	4432	Established:	July 2011
Titles:	Lead Litter Patrol - Temporary	Revised:	
Pay Grades:	404	EEO Category:	Service/Maint.
Bargaining Unit:	LIUNA Local 483		
FLSA Status:	Non-Exempt		

DESCRIPTION

The Lead Litter Patrol staff picks up litter on guest pathways and other areas of the zoo and collects trash and recyclables to ensure a clean environment for zoo guests. Also responsible for providing training and general work direction to the Litter Patrol staff.

DUTIES AND RESPONSIBILITIES

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

1. Picks up litter and ensures the zoo grounds are clean and orderly.
2. Provides training and general work direction to Litter Patrol staff as assigned by supervisor.
3. Submits draft schedules to custodial manager for approval.
4. Completes and posts daily assignment sheets. Ensures staff breaks and lunches are taken in a timely manner.
5. Determines inventory needs and communicates with custodial manager.
6. Assists with implementing Visitor Services rules are followed by staff, including uniform and other zoo regulations.
7. Collects recycling and trash outdoors and inside buildings.
8. Provides directions and other general assistance to the public.
9. Alerts supervisor or other staff as appropriate to any problem needing attention.
10. Fulfills Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability. These duties include but are not limited to:
 - a. Maintaining positive relationships;
 - b. Respecting diversity of ideas and perspectives of others;
 - c. Demonstrating sustainable practices;
 - d. Assisting the public, public officials and other employees in a professional and courteous manner;
 - e. Developing safe work habits and contributing to the safety of self and co-workers;
 - f. Contributing to a positive team atmosphere; and
 - g. Having regular and punctual attendance.
11. Perform assigned duties during an emergency situation.
12. Other duties as assigned.

DISTINGUISHING FEATURES

This is the lead level in the Litter Patrol series. It is distinguished from the Litter Patrol classification by providing training and general work direction to Litter Patrol staff.

JOB SPECIFICATIONS

(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation**
Education and Work Experience

2. **Necessary Knowledge, Skills and Abilities**

Ability to:

- Perform routine clean-up tasks.
- Provide work direction to assigned staff.
- Work quickly and efficiently.
- Work independently and with minimal supervision.
- Take direction and communicate clearly.
- Read and follow written and verbal instructions.
- Apply Federal, State, local laws, regulations, and agency policies and procedures for respective field.
- Use discretion with confidential and sensitive matters.
- Fulfill Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability.
- Work in a safe manner and follow Metro safety policies, practices, and procedures.
- Perform all essential duties of the position.

3. **Special Requirements**

- Successfully pass the background checks and screening requirements of the organization for this particular position.

4. **Tools and Equipment Used**

- Equipment typically used in cleaning, such as broom and dust pan.
- Use of gloves or other safety gear when encountering blood-borne pathogens.

5. **Supervision**

- Supervision is received from assigned supervisor or manager.
- Provides general work direction to Litter Patrol staff.

6. **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform

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the essential functions.

- Work is performed outside including in adverse weather conditions, and requires walking, standing and working on concrete and asphalt surfaces for extended periods of time. Requires lifting of trash bags out of cans of 35-40 pounds.

The job classification 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.