

Job description

JOB OVERVIEW

JOB TITLE	Solid Waste Operator
DEPARTMENT	Solid Waste
LOCATION	Dempsey Barron Rd
REPORTS TO	Solid Waste Director

GENERAL JOB DESCRIPTION

Directs on-site activities of landfill customers. Assists with household hazardous waste collections and processes hazardous waste and materials when collected. Answers scale house/office telephones and responds to public's questions.

DUTIES & RESPONSIBILITIES

- Weighing trucks
- Handles waste screening and routine facility maintenance: assists with facility construction activities (cleaning out ditches); assists with facility grounds maintenance (litter pick-up, mowing, landscaping); monitors work area for prohibited or hazardous materials and for environmental compliance.
- Recording all information
- Sampling inbound materials
- Filing
- Greets customers, directs customers and traffic, and answers questions accurately.
- Correctly calculates customer payments
- Provides general upkeep of the Scale House
- Prepare daily bank deposits while reconciling cash drawer. If discrepancy exists, immediate supervisor shall be notified, on same-day shortage/overage is discovered.
- Maintain a friendly, service-oriented manner with employees, customers and vendors
- Collections at Recycling Stations across the county
- Regularly operates and maintains a variety of heavy equipment and transport trucks such as landfill compactors, off-road dump trucks, crawler-tractors, roll-off trucks, track and wheeled excavators, front-end loaders, road graders, et cetera. Operates a variety of heavy equipment as assigned.
- Performs complete pre and post-operation equipment inspections. Cleans heavy equipment and trucks.
- Prepares work orders for needed equipment repairs. Completes equipment maintenance and performance logs.
- Manages disposal and recycling areas.
- Handles waste screening and routine facility maintenance: assists with facility construction activities (cleaning out ditches); assists with facility grounds maintenance (litter pick-up, mowing, landscaping); monitors work area for prohibited or hazardous materials and for environmental compliance.
- Ensures on-site safety: monitors work area for safety compliance; grades and levels work area to promote safe operation; documents and reports all accidents, injuries, incidents, hazards, and unsafe practices; and reviews and applies operating manual procedures and recommends any changes.

DIFFICULTY

Work requires adheres to strict guidelines, policies, and operating procedures. Also, work requires moderate amount of independent judgment.

RESPONSIBILITY:

Supervision Received Duties are fairly specific and checked frequently by supervisor. Work is well defined in the performance standards and facility rules and procedures and checked by supervisor. Guidance is sought concerning problems with customers or users.

INTERNAL AND EXTERNAL CUSTOMER CONTACT

Contact is made with staff concerning equipment repairs and the pick-up of materials and supplies. Contact is made with vendors and suppliers concerning supplies and contract performance. In addition, contact is made with landfill Rural Waste Collection and recycling drop-off site users.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed outside and seated while operating various pieces of heavy equipment. Work environmental factors include exposure to inclement weather conditions, exposure to insects and animals, and possible exposure to household garbage, household hazardous waste, and medical waste. Must lift or push up to 50 pounds.

(The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.)

REQUIRED EDUCATION & TRAINING/ LICENSE

- High school diploma or equivalent.
- Must be able to Supervise Inmates (training) will be provided.
- Must pass Background, drug testing and pre-employment physical
- Must be able to communicate effectively in Standard English

SKILLS & ABILITIES

- Knowledge of reading and arithmetic.
- Knowledge of the occupational hazards and necessary safety precautions in the operation of equipment assigned.
- Knowledge of the components, parts, operating principles and maintenance requirements of equipment assigned.
- Ability to pay close attention to details.
- Ability to calculate and maintain simple records accurately.
- Ability to follow oral and written instructions.
- Ability to lift and push up to 50 pounds.
- Ability to establish and maintain effective working relationships with others.
- Ability to read an equipment operational manual, instructions sheet or written rules and procedures.
- Ability to operate equipment requiring manipulation of multiple controls, where eye/hand/foot coordination is essential for safe and productive operations.
- Ability to issue assignments and directions.
- Ability to make independent judgments in the absence of supervisor.
- Ability to coordinate hands and eyes accurately in operating vehicles and hand held equipment.
- Ability to learn on the job.
- Ability to work independently.
- Physical demands are in excess of sedentary work. Must be able to stand and walk for prolonged periods of time. Tasks include considerable bending, stooping, climbing, etc., and working in confined spaces. May be subject to a certain degree of danger or risk when working in extreme atmospheric conditions or high vehicular traffic areas. Is exposed to possible bodily injury from chemicals/toxic agents, pathogenic substances and hazardous waste.

Work is performed in an environment requiring decisions that could lead to major community or organizational consequences if the appropriate decision is not made at the time.

WORKING CONDITIONS

WORK ENVIRONMENT	All weather Conditions; Regularly works in an indoor environment with risk of exposure to dust and in an outdoor environment risking exposure extreme temperatures, excessive humidity, inclement weather, fumes, airborne particles, and toxic or caustic chemicals. The noise level is usually moderate but may be loud at times
HOURS / SHIFTS	40 hours per week. Wednesday – Saturday, four 10 hour days. Possible flex schedule.
BENEFITS	A comprehensive benefits package that includes health, dental, vision, retirement, paid leave, etc.

EMPLOYEE
SIGNATURE

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.