

# Job description

## JOB OVERVIEW

<b>JOB TITLE</b>	Solid Waste & Recycling Operator
<b>DEPARTMENT</b>	Solid Waste & Recycling Department
<b>LOCATION</b>	Dempsey Barron Rd
<b>REPORTS TO</b>	Danny Earnest

## GENERAL JOB DESCRIPTION

The Solid Waste & Recycling Operator will manage the day-to-day operations of the County's solid waste and recycling program, including the collection, sorting, storage, loading and transportation of materials.

## DUTIES & RESPONSIBILITIES

- Coordinates recycling collection to optimize service quality and efficiency.
- Operates Scale House; manage materials to be discharged; ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.
- Performs customer service functions; provides assistance and information related to recycling, services, procedures or other issues; responds to routine questions/complaints and initiates problem resolution. Must remain professional and respectful to the public at all times
- Communicates with supervisor, employees as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Directs vehicle operators as they enter facility, aids vehicle operators in positioning vehicles
- Pick up, sort and process recycled material
- Pickup and drop off inmates at appropriate times
- Responsible for the collection of monies paid at transfer station
- Operates County vehicle to collect waste and recyclable materials from various collection locations served by the Department
- Reports needed repairs, services and other operational requirements to immediate supervisor
- Performs a variety of tasks in support of the daily operation of the County's waste and recycling facilities, maintains general work area and site in generally clean, orderly and litter-free condition (i.e., ramps, floors, grounds and buildings)
- Performs general custodial tasks including maintenance of custodial areas and supplies, general cleaning and refuse disposal of interior areas (i.e., floors, walls, windows, restrooms, kitchens, equipment, furnishings, vehicles, etc.)
- Assists supervisors in the preparation of records and reports of various activities as assigned
- **This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor.**

## REQUIRED EDUCATION & TRAINING/ LICENSE

- High school diploma or equivalent.
- Requires a valid Class "B" commercial driver license and maintain said license while employed in this position.
- Must be able to Supervise Inmates (training) will be provided.
- Must pass Background, drug testing and pre-employment physical
- Spotter/ Waste Screener certification or be willing to obtain at 1<sup>st</sup> available training
- Previous experience with forklift, articulated loader or other waste management equipment (Preferred)
- Must be willing to work at least one Saturday per month
- Must be able to communicate effectively in Standard English
- **Physical Requirements:** Must be physically able to operate heavy-duty trucks and equipment requiring manipulation of multiple controls, where excellent eye/hand/foot coordination is essential for safe and productive operations. Must be able to exert 50 to 100 pounds of force occasionally or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force constantly to lift, carry, push, pull or otherwise move objects. 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.

#### SKILLS & ABILITIES

- Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Must be able to add, subtract, multiply and divide; determine weight; may require the ability to calculate decimals and percentages.
- Must be adaptable to performing under minimal levels of stress. Avoids violent behavior and any other type of behavior that could threaten the safety of other employees or the public.
- Ability to identify chemical and physical characteristics of hazardous materials and their general effect on human health and the environment.
- Knowledge of operation and minor maintenance of heavy construction equipment; safety regulations related to assigned equipment.
- Ability to learn on the job.
- Ability to work independently.
- Ability to work well with co-workers.
- Ability to use hand tools such as: tape measure, magnet, broom, and shovel. Electronic equipment such as: computer, facsimile machine, telephone Heavy equipment such as: skid steer, loader
- Must be able to move about regularly within and outside the office environment, including over uneven and/or steep natural surfaces, to access staff, productivity equipment, and to facilitate customer disposal of solid waste.
- Regularly move objects up to 25 pounds, frequently move objects up to 50 pounds, and occasionally move objects up to 100 pounds.
- Ability to apply principles of common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving concrete variables in situations where limited standardized exists; to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation.

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WORKING CONDITIONS	
<b>WORK ENVIRONMENT</b>	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
<b>HOURS / SHIFTS</b>	40 hours per week. One Saturday per month
<b>BENEFITS</b>	A comprehensive benefits package that includes health, dental, vision, retirement, paid leave, etc.
<b>COMPENSATION</b>	\$20,800.00 - \$24,252.80 annually.
<b>EMPLOYEE SIGNATURE</b>	