

POSITION DESCRIPTION



TITLE: RECYCLE/TRANSFER STATION/EQUIPMENT OPERATOR

Scope of Responsibility: Performs a variety of skilled and unskilled technical tasks in support of solid waste disposal and recycling operations.

Supervisory Responsibility: This position has no supervisory responsibility. However, this position is expected to oversee, educate, instruct and work of inmate trustee labor in the proper safety, sorting and bailing procedures.

Essential Functions: May perform duties in the following areas:

Recycling Operations:

Perform the day-to-day recycle operations including but not restricted to:

- Following all County, State, and Federal regulations in regards to safety and operations.
- Educate and keep informed self, the public, schoolchildren, and co-workers of recycling procedures within the county.
- Giving tours and public speaking.
- Receive, process, and inspect recyclables from the public and commercial customers. Categorizes sorts and bales recycle product in accordance “end market” requirements.
- Process receipts and monies for recyclables purchased. Maintaining and balancing daily, monthly, and yearly records and reports for both manual and computerized systems. May assist in applying for grant funds and associated record keeping.
- May work alone or with trustee labor. Pick-up and return trustee to and from institution. Educate, instruct and work with trustee labor in the proper safety, sorting and bailing procedures.
- Operation of Forklift and Bobcat within a confined area and loading of product onto flatbed trailers and box vans.

Transfer Station Operations:

- Serve as scale operator for the public and commercial haulers providing courteous and accurate customer service.
- Entering customer identification, weight and type of waste into computerized computer system. Generate invoices and accept cash payment or charge fees and apply appropriate account.
- Inspect trash loads to insure compliance with health and safety regulations. Removal or instruction for unacceptable material, recyclables or hazardous material for proper handling.
- Prepare and reconcile daily deposit and obtain sufficient change to conduct business. Prepare accounting reports for all waste and recyclables and balance between computer system, manual ledger and financial office ledger. Pick up and deliver reports and monies at main office location.
- Maintain files and records as instructed by the Solid Waste Supervisor or alternate.
- Maintain the county owned facility and surrounding area in a neat, clean and orderly manner with an emphasis to litter and safety issues. (safety gates)

Equipment Operator:

- Operate equipment (backhoe) to maximize 40-yard bin compaction, to maintain docks bin area clean and free of waste.
- Perform maintenance and service as required on backhoe.
- Perform on-site snow removal (backhoe or snow plow) and minor road repair.
- Maintain and clean sump collection system.

Litter Crew

- Drive pick-up trucks/van with utility trailer attached.
- Follow all safety rules and litter collection guidelines.
- Pick up litter from county roads, parks, county operated landfill, transfer stations and illegal dump sites.
- Monitor/instruct volunteers while out picking up litter.

Minimum Qualifications:

- High school diploma or GED certification or equivalent
- One year of customer service retail or public volunteer experience.
- Ability to work a Tuesday through Saturday shift.
- Experience with computerized accounting system and 10-key calculator.
- Ability to be bonded.
- Ability to operate backhoe and forklift.
- Possession of valid Washington State Driver's License. A satisfactory three 3-year past driving history.
- CPR/first Aid Certified.

Preferred Qualifications:

- Experience in large equipment operation.
- 40-hour Hazmat Certificate of Training.
- CDL or ability to obtain one.
- Experience in maintenance (mechanical, plumbing, carpentry, electrical).

Knowledge, Skills and Abilities: Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organizes work and complete tasks within prescribed timeframes. May be required to work over 40 hours in a workweek.

Knowledge of:

- Maintaining of assigned equipment in a safe operating condition.
- The potential hazards associated with the work.

Ability to:

- Accurately input data into computerized scale automation system.
- Perform routine manual labor tasks including heavy lifting and carrying in excess of 50 pounds, pushing and pulling.
- Read, understand and enforce safety rules and regulations.

- Establish and maintain effective work relationships with coworkers and supervisors.
- Remain composed and professional in stressful situations.
- Drive a pick-up truck or other light vehicle in a safe and courteous manner.
- Pickup, sweep and shovel waste.
- Perform routine manual labor tasks including regular strenuous physical exertion.
- Perform mathematical calculations and understand simple accounting principles.
- Deal courteously and tactfully with the general public.
- Understand and execute complex oral and written instructions.
- Operate a backhoe, forklift, or small tractor to compact solid waste efficiently in containers.
- Hands on work in garbage and sewage will occur as needed.

Physical Demands: The working environment for Recycle Transfer Station Equipment Operator is both in the office and in the field. The field duties and operating equipment require walking on various type of surfaces, sitting, standing, often for long periods, maintaining balance, climbing stairs and inclines, bending, stooping, reaching, pushing, pulling, twisting. Requires a sense of touch, finger dexterity, gripping with fingers and hands, lifting and transporting up to 50 pounds and occasionally moving up to 70 lbs. Ability to operate passenger vehicle. Requires ability to discern normal voice conversations and alarms, to convey information and have close, far, side vision with depth perception. Ability to work outside the adverse weather conditions such as, exposure to direct sunlight, outside temperatures extremes, dampness, ice and snow, noxious weeds and plants, dust, pollens and insect stings. Requires wearing of safety equipment as prescribed by the WISHA and management. Additional hazards are possible as it relates to landfill and sewer operations.

Acknowledgements: The statements herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Employee Signature

Date

Supervisor Signature

Date

Department Head Signature

Date

Effective Date: 01/29/2009	EEO Code: 3	Department: Public Works
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Dates Amended: 01/29/2009	Union: Teamsters	Division: Solid Waste
FLSA Exempt: No	Grade: 16	Pos #: PWD007SWT-002 PWD007SWA-001 PWD007SWA-002 PWD007SWO-004