

**JOB DESCRIPTION
HIDALGO COUNTY SOLID WASTE DEPARTMENT**

Attendant / Operator
Position

2/2012
Date Issued

Solid Waste
Department

02/2012
Date Reviewed/Revised

Solid Waste Supervisor
Report to

Hidalgo County Manager
Authorized By

Position Summary

Attend to and direct customers as to where to dispose of materials or waste being brought in, and log in customers on daily log sheets with name, date, time in, amount & type of material / waste.

Position Responsibilities

Keep transfer station and surrounding areas clean of debris and litter. Working area must be kept in safe condition. Operate & maintain equipment and vehicles, which include solid waste trailers, scrap metal trailer, backhoe, tree chipper, semi-truck, cardboard compactor, welder, air compressor, and any other county owned equipment to meet the solid waste mission. Conduct maintenance of equipment which includes greasing, oil changes, welding and any other mechanical or electrical work when possible. All solid waste trailers going to landfill must be weighed before leaving transfer station. Need to also change out solid waste trailers when ready to go to landfill. Must be tarped before leaving and empty trailer parked into transfer building for loading. A weight sheet with the total weight of tractor and trailer must be made out and a copy for driver. Do maintenance and repairs in and around transfer station including painting, welding, etc. Load up scrap metal trailer using backhoe to compact metal into trailer and tarp up trailer when full. A pre-trip inspection must be done on trailer and tractor and report given to Supervisor before trip to recycling center. When driving county vehicles always wear your seatbelt and fill in mileage from start to finish and where you traveled to. Attendant must also fill out vehicle inspection sheets and turn in to Supvr. Chip tree limbs using tree chipper. Bale cardboard into baler and wire up for recycling. Bale scrap tires when a sufficient amount is collected. Operate backhoe to compact solid waste into trailer, and also to do dirt work filling, scraping, and digging where needed. Attendants/Operators (Full time Employee) must be certified by State of N.M. Environmental Dept. as a Transfer Station Operator, Recycling Facility Operator, and Compost Facility Operator. Must attend a certification course for each certification and achieve a score of at least 70% on the final exam. Certification is valid for a period of three years. Recertification is required every three years to be certified. Employees must attend safety training sessions. Follow & comply with New Mexico, NMED and Hidalgo

County laws, rules regulations and safety standards. Attend necessary training as required.

Minimum Qualifications

High School Graduate or equivalent.

This position requires an individual with the ability to express them self clearly and to give & follow instructions oral and written, in such a way that they are properly understood. Ability to deal with the public and peers tactfully, courteously & the ability to command respect and establish good working relationships. Accuracy with figures and ability to prepare clear, accurate reports, use good judgment, and ability to analyze difficult situations.

Physical Demands

Driving short and long distances and occasionally out of county travel.

Occasionally lifts supplies or equipment up to 25 pounds. Requires good physical health Subject to random drug tests. There will be times of bending, pushing, lifting, climbing and working in a wet, hot or cold environment. Employees shall be willing to work weekends or on holidays if required.

Working Conditions

Occasional pressure due to deadlines and or working with the public. Exposure to inclement weather, dusty and foul odor conditions.

Required Knowledge, Skills, and Abilities

Must have knowledge of traffic laws, ordinances, and rules involved in equipment operation; the hazards and safety rules and precautions of operating heavy equipment.

Must have the skill in the operation of heavy equipment used in solid waste collection.

Must have the ability to read and follow route maps; understand and follow written and oral instructions in the English language; work independently in the performance of duties; work cooperatively with other City employees and the public; make fine, highly controlled muscular movements to adjust the position of a control mechanism (example: operating levers or pedals); enter and exit the cab of a solid waste truck that is 3.5 feet off the ground; work safely without presenting a direct threat to self or others; travel across uneven or rocky surfaces in alleys or at the landfill; lift arms above shoulder level to enter the equipment cab; clean equipment using appropriate materials such as a high pressure hose when needed; work in a variety of weather conditions with exposure to the outdoor elements and sit for long periods of time.

It is the policy of Hidalgo County to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or veteran status. Appropriate accommodations, as required by the Americans with Disabilities Act, will be provided.

The above statements reflect the general details considered necessary to describe the essential functions of the job as identified and should not be considered as a detailed description of all work requirements that may be inherent in the job.