

SOLID WASTE MAINTENANCE WORKER

DEFINITION

Under supervision, to perform a variety of assignments and duties involved in the operation of County solid waste facilities; to monitor and inspect incoming waste loads; to control entrance facilities; to control and direct traffic; to operate, maintain, and perform minor repairs to and maintenance of assigned tools and equipment; to maintain storage and stockpile areas; to operate wood chipper, wheel loader, forklift, and other equipment necessary for the management of wastes requiring special handling; to identify, classify, and manage hazardous and universal wastes; to assist in the application of alternative daily cover; to prepare and maintain routine records of solid waste disposal activities; to perform routine grounds maintenance duties at County solid waste facilities; to explain and enforce rules, regulations, policies, and procedures in a tactful and courteous manner; and, to perform other job related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are responsible for the assessment and collection of gate fees and for the operation of weigh scales. They must also have the ability to control the waste stream as it enters the facility, direct traffic within the facility, and to communicate with the public in a friendly, tactful, and courteous manner. Incumbents maintain records, control litter, and perform routine daily operation and maintenance of the equipment, stockpiles, and structures located at their assigned solid waste site(s).

REPORTS TO

Site Supervisor or Operations Manager.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Scalehouse Operation:

- Prepare entrance area for business each day.

- Provide accurate information to the public related to facility operations and the County's solid waste program in a prompt, courteous, and tactful manner.

- Ask customers questions related to load content and origin; check each load for hazardous and other prohibited waste and handle any such waste in accordance with the County's Load Checking Program.

- Assess each load as to type and weight or volume of solid waste material, calculate fees, perform cash and account transactions, and complete written receipts.

- Maintain security of cash and receipts, reconcile cash and account records against receipts and prepare deposits.

Operate a weigh scale and/or large trash compactors in conformance with applicable state and local regulations and manufacturer's guidelines.

Prepare and maintain routine records of solid waste disposal activities.

Receive, record, and respond to inquiries and complaints from customers and the general public.

Maintenance Tasks:

Perform daily litter control and routine grounds maintenance tasks.

Assist with minor construction and repair of site facilities.

Install, maintain, and repair traffic control devices and warning signs as directed.

Install, maintain, and repair litter control devices as directed.

Remove and properly dispose of litter and windblown debris throughout the facility and around site perimeters, including areas extending beyond property boundaries.

Assist with placement of synthetic tarps or other mechanisms used as alternative daily cover over the active working face of the landfill.

Remove salvageable material from working face(s) and relocate to appropriate stockpile.

Provide routine cleaning and maintenance of the weigh scale and/or trash compactors, including snow removal.

Operate, clean, and care for hand tools and equipment.

Perform routine maintenance and repair tasks on equipment.

Both Functions:

Perform duties specified in written operating procedures established for County solid waste facilities and apply rules and regulations developed for such facilities.

Unlock and open the entrance gate at the beginning of each operating day.

Close and lock the entrance gate at the end of each operating day.

Control the flow of traffic entering, exiting, and operating within the facility.

Provide instruction and direct customers to the appropriate unloading area(s).

Operate and maintain facility stockpiles and storage areas, including tires, appliances, scrap metal, wood, recyclables, used motor oil, hazardous wastes, universal wastes, and other items as directed.

Operate equipment necessary for the management and maintenance of stockpiles and wastes requiring special handling, including tires, appliances, scrap metal, wood, recyclables, used motor oil, and hazardous and universal wastes.

May be required to drive vehicles to transport materials or to operate construction equipment, such as loaders or backhoes.

Travel to County disposal sites to collect, transport, and manage wastes requiring special handling.

Inspect incoming loads and remove and manage salvageable or prohibited items as directed.

- Identify, classify, store, consolidate, and manage hazardous wastes and universal wastes.
- Perform random physical load inspections, record findings, handle hazardous and other prohibited waste detected in the load in accordance with the County's Load Checking Program.
- Assist with inspections of site facilities and reports on deficiencies.
- Report on status of supplies.
- Perform emergency response measures according to established procedures in the event of fire or other emergency conditions.
- Perform related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 50 pounds unassisted and greater than 50 pounds with assistance; normal manual dexterity and hand-eye coordination; corrected hearing and vision to normal range; verbal communication; use of equipment including hand and power tools, hydraulic equipment, computers, printers, and telephones.

TYPICAL WORKING CONDITIONS

Work is performed outdoors in varying temperature, severe weather, and humidity condition; work is performed in environment with constant noise; exposure to fumes, dust, grease, and oils; exposure to moving equipment; exposure to electrical current; exposure to controlled and hazardous substances, pesticides, herbicides, paints, and chemicals; frequent contact with staff and the public. Incumbents are subject to working after hours, evenings, weekends, holidays, and call-outs.

DESIRABLE QUALIFICATIONS

Knowledge of:

- General clerical procedures, including handling cash transactions and basic record-keeping.
- Vehicle classifications and load capacities.
- Basic arithmetic.
- Occupational hazards and safe work practices.

Ability and willingness to:

- Learn, interpret, understand, and apply pertinent laws, codes, regulations, policies, and procedures.
- Explain and enforce rules, regulations, policies, and procedures in a tactful and courteous manner.
- Follow established safe work rules, practices, policies, and procedures.
- Perform a variety of unskilled and semi-skilled tasks in the maintenance and operation of County landfills and transfer stations.

- Perform heavy physical labor.
- Operate all required equipment, tools, and vehicles.
- Clean, maintain, and make basic repairs to equipment and tools.
- Recognize and locate conditions that require maintenance and repair work.
- Identify hazardous wastes and apply established procedures for their proper handling.
- Identify recyclable and salvageable materials and apply established procedures for their proper handling.
- Collect and count money, make change and issue receipts, use a cash box or register.
- Reconcile cash against receipts and prepare bank deposits.
- Perform required mathematical computations with accuracy.
- Prepare and maintain accurate and complete records and reports in a legible manner and according to prescribed procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships.
- Understand and accurately follow oral and written directions.
- Work effectively in the absence of supervision.
- Maintain confidentiality.

Training and Experience:

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Prior experience as a landfill gate attendant or one year of experience operating light equipment such as forklifts or backhoes or two years' experience in retail sales performing teller or cashier activities.

Special Requirements:

High school diploma or GED equivalent.

Possession of a valid California driver's license.

Ability to obtain certification in a 40-hour HAZWOPER training course within 12 months of hire and maintain that certification with annual refresher training.

Salary Range: 52

<p>This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.</p>
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