



# SOLID WASTE OPERATIONS SPECIALIST I JOB DESCRIPTION

Job Title: Solid Waste Operations Specialist I

Job Code: SW108

Pay Grade: 115

Effective Date: February 2015

FLSA: Non-Exempt

Revision Date: February 2015

## NATURE OF WORK

Under general supervision, directs the off-loading of waste from both public and commercial vehicles, visually screening waste for unacceptable materials. Loads waste into truck trailers for shipment. Ensures safety by properly operating facility equipment. Provides cashier and customer services at Solid Waste transfer centers, and answers questions from the public about County services. Assist the hazardous waste coordinator in processing moderate risk waste. Assist the waste reduction and recycling coordinator with other assignments.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Operates a variety of equipment to weigh, handle and collect fees from refuse customers. Assures equipment is maintained and reports problems immediately. Monitors the transfer station and enforces compliance with County standards and safety regulations within scope of authority.
- Assists with basic duties associated with scale house duties, tipping floor, hazardous waste and waste reduction/recycling programs. Including monitoring the recycling and yard waste areas and assisting with hazo-hut duties. Process refrigerated appliances and prepare for transport to recycling outlet. Taking immediate and appropriate action to control hazardous substances. Keeping work area clean and safe as well as the facility and the completion of equipment maintenance as needed.
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- Separates and screens all loads for salvageable materials and hazardous waste; secure trailer loads within legal limits in preparation for transport. Continually screens all refuse and recyclables to identify and remove unacceptable or hazardous waste.
- Greets customers and provides customer service to answer questions and assists customers as needed. Directs customers to the designated areas for the type of material being disposed. Responding with correct information about proper preparation and disposal of solid wastes, recycling and hazardous wastes to the general public.
- Calculates and collects disposal fees, issue receipts and provide correct change. Balances and reconciles cash sales to monies collected each day. Prepares bank deposits and revenue reports.
- Assists with the training and cross-training of staff. Be able to complete inmate manipulation training and supervise inmates on work details.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a Solid Waste transfer station environment and periodically off-site with exposure to inclement weather, tools and heavy equipment. Position requires strength sufficient to occasionally lift objects that may be over 50 pounds. Be physically mobile to get around the hazo hut, tipping floor, facility grounds, offices, scale ladders. Be able to climb onto equipment, tarp and un-tarp loads, move about in tight areas and be on your feet for long periods. Due to high volumes and high traffic areas, employees must take extra precautions when operating heavy equipment in close proximity of the public.

**EMPLOYMENT STANDARDS:**

High School Diploma or GED equivalent; AND two (2) years paid work experience operating a hydraulic excavator, backhoe, and forklift, including one (1) years' work experience handling cash, making change and preparing deposits; Must pass a thorough background investigation. Complete all Lewis County employees training within six (6) months of employment.

Must be able to obtain 24 hour HAZWOPER certification within one year of employment and maintain 8 hour refresher. Obtain a forklift certification within one (1) year of employment. Obtain HVAC certification within one (1) year of employment. First Aid Certification within six months of employment, and Flaggers Certification within six months of employment. A valid WA Class B CDL is required. Additional specific technical training and certifications may be required.

**KNOWLEDGE AND SKILLS:****Knowledge of:**

- Current State, Federal and local regulations governing solid waste handling and disposal practices.
- Solid waste disposal principles, methods, techniques, moderate risk waste and recycling programs.
- Obtain 24 hour HAZWOPER certification and maintain an 8-hour refresher course each year.
- Certification of forklift operation within one (1) year of employment.
- Certification of HVAC extraction within one (1) year of employment.
- Cash handling and computer skills sufficient to learn the scale attendant position including: entering inbound and outbound vehicle weights, collecting fees, cash handling, adding extra materials and completing daily deposit and receipts.
- General knowledge of safety precautions associated with solid and hazardous waste management.
- Methods for providing waste reduction, recycling, and hazardous waste information to the public
- Operation, maintenance and capabilities of heavy power-driven equipment.
- Federal and state safety laws and regulations.
- Customer service principles and practices.
- Basic knowledge of Blood Borne Pathogens.

**Skills in:**

- Operating a calculator and cash register, counting money and making correct change.
- Assessing and prioritizing multiple tasks, projects and demands.
- Taking immediate and appropriate action to control hazardous substances.
- Operating and performing light maintenance on all equipment associated with the divisions operations.
- Coordinating tasks with other departmental and divisional staff.
- Interacting with people of all social, economic, cultural, and ethnic backgrounds.
- Operating a personal computer utilizing standard and specialized software.
- Dealing constructively and courteously with the department staff, Lewis County employees, and general public.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.
- Directing vehicles to appropriate lanes for unloading refuse.