

TOOELE COUNTY
Job Description

TITLE:	<u>Senior Solid Waste Specialist</u>	JOB CODE:	<u>809</u>
DIVISION:	<u>Grounds</u>	EFF. DATE:	<u>7/2015</u>
DEPARTMENT:	<u>Solid Waste Facility</u>	GRADE:	<u>H</u>
EEO CLASS:	<u>Skills & Crafts</u>	FLSA:	<u>Non-Exempt</u>
WORKERS COMP.:	<u>County</u>	CDL:	<u>Required</u>

GENERAL PURPOSE

Performs skilled journeyman level equipment operation to construct, maintain, and repair and help with the day-to-day functions of the Solid Waste Facility within Tooele County.

SUPERVISION RECEIVED

Works under the direction of the Supervisor and/or Director.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTION DUTIES

Responsible for personal compliance of all safety and environmental regulations.

Responsible for daily transfer of waste hauling, municipal waste hauling and maintenance of operated equipment. Must be available for a flexible work schedule dependent upon the transfer schedule and weather conditions. Meaning, normal work week is adjustable to conditions permitting the service. Schedule may change week to week. Performs daily inspections of equipment to be operated.

Works on tipping floor and other areas, with garbage, sorting, manually handling etc.

Assists in the diagnosing of equipment failure, mobile and non-mobile units, through tracing of electronic, hydraulic, and mechanical dynamics. Assists in grinding, gas welding, arch welding, and fabrication of parts in need of repair.

Operates loaders, dozers, roll offs, excavators, forklift, and skid-steer equipments to sort, push, bury, compact, and relocate Municipal Solid Waste (MSW), including recyclables throughout the facility to insure productivity. Works on landfill cells, utilizing established protocols, using correct equipment for the job. Assists in delivery and maintenance of residential garbage cans and compact sales. Performs load out of mulch and chip sales. Utilizes the grinder and trommel screen in conjunction with wood recycling operations.

Assists in the identifying and executing proper protocols resulting from possible Hazardous Material found on tipping floor or at the landfill.

Performs trip and post trip inspections daily.

Assists in customer service and performance as solid waste scale attendant; assures appropriate admittance of public and waste collection contractors receives and receipts fees; calculates fees and charges customers per

established fee schedules and per weights, estimated size and/content of waste loads; maintains detailed records of types and amounts of waste entering the solid waste facility and recycled goods exiting the site.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education & Experience

- a. High school diploma or GED equivalent
- AND**
- b. Must possess a current Commercial Driver’s License (CDL) as issued by the State of Utah. Must possess a valid Utah driver’s license with no DUI’s/ARR’s in the past five (5) years and no more than two (2) moving violations within the past 24 months.
- AND**
- c. Two (2) years’ experience in Solid Waste or operation of heavy equipment
- AND**
- d. Must be 18 years of age or older; Must have the ability to operate a Loader, Dozer, Grinder, Excavator, Forklift, and Skid Steer equipment. Must have and maintain the following training certifications:

Training Certifications

Training and certifications are obtained through approved vendors (ex: SWANA, Utah L-Tap, Salt Lake Community College or approved equivalents). Off-site training will be done as determined by the SWF Director. Must have and maintain a minimum certification of 2 pieces of heavy equipment from the following list: Dozer, Wheel Loader, Tub Grinder, Excavator, and Roll Off Truck.

Equipment	Classroom Training Hours	On-the-Job Training Hours	Total Hours Required
Wheel Loader	40	120	160
Dozer	40	120	160
Tub Grinder	40	120	160
Excavator	40	120	160
Roll Off Truck	40	40	80
Skid Steer	40	40	80
Scraper	8	40	48
Total Hours required		600	

Vendor certification/training on equipment for classroom.

OR

An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities

Knowledge of mechanics; knowledge of landfill operation and requirements; knowledge of safety practices, working knowledge of fire hazards; and the ability to assist in repairs. Ability to perform

mechanical and operational maintenance adjustments to equipment.

Ability to follow written and oral instructions; ability to maintain effective working relationships with employees and the public.

Knowledge of basic work practices and procedures. Skill in the operation of hand tools. Ability to perform minor repairs and help in the repair of equipment and any day-to-day repairs of SWF.

3. Special Qualifications

Must be available to work a flexible schedule.

Must be able to cross train and use simple point of sale (POS) systems. Must be able to perform simple computer skills.

Must have current 40 Hour Hazwoper certification and Fire Suppression Training.

Must have current First Aid Certification.

4. Working Conditions and Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions requires the candidate to perform in a strenuous outdoor environment.

The employee is frequently required to hear, sit, stand, walk, use hands, reach with hands and arms, climb or balance, stoop or kneel. The employee must have the ability to perform heavy labor for extensive periods of time, ability to stand and walk for long periods of time; as well as the ability to sit for long periods of time if driving loads. The candidate must have the ability to work in extreme weather conditions including heat, cold, dust, and odor. Must be able to lift 50-75 pounds with occasional lifting of up to 100 pounds or more. This is often combined with bending, twisting, or working on irregular surfaces or at heights above ground. The noise level is usually loud. Dust Level is usually high. The odor is usually pungent.

OTHER QUALIFICATIONS

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- * thoroughness, planning and organization, neatness and accuracy;
- * learning and knowing all phases of job; recognizing and solving routine problems;
- * knowing and understanding the Solid Waste plan of operations;
- * maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work; being able to perform new duties, adjust to new situations, and control self under pressure.
- * being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility;
- * making decisions; studying and considering all facts; using common sense;
- * cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means;
- * being friendly, helpful and showing self-control;
- * being punctual in attendance; and
- * being professional in dress and manner; showing good housekeeping of general work area.

Approved:

Dated this ____ day of _____, 2018.

Department Director

Human Resource Director

County Manager

New Employee Certification of Receipt of Position Description

I certify that I have read and have received a copy of this position description and understand this is a current description of the expected duties and responsibilities of my job with Tooele County Solid Waste Department.

Employee's Signature

Date