GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: APRIL 30, 2013
CLOSING DATE: MAY 13, 2013

DEPARTMENT: **Public Works Solid Waste**

POSITION: **Solid Waste Services Worker**

LOCATION: **Payson**

JOB CODE: **13-047**

ANNUAL SALARY: **$20,571.20-$30,534.40 DOE**

NATURE OF WORK

Performs customer service and/or manual labor functions in support of landfill operations.

DUTIES AND RESPONSIBILITIES:

- Provides customer service to landfill customers including directing traffic, weighing vehicles in and out, monitoring customer solid waste loads for hazardous materials; provides the public information regarding hazardous waste disposal.
- Collects and processes customer landfill fees; maintains and balances assigned cash drawer; makes/reconciles bank deposits; processes customer charge slips for end of month billing.
- Prepares assigned reports including monthly fuel reports and water pumping reports; maintains records regarding customer charge tickets, waste tire count, hazardous waste, and City/Town recycled paper loads; faxes required information to Head Office; cleans equipment.
- Answers telephone and responds to public inquiries as required; provides information regarding landfill fee schedule; issues landfill permits for new customers.
- Provides assistance with training new employees regarding landfill/scale house procedures as required.
- Picks up windblown litter, cleans scale house and performs other general labor duties as assigned.
- Stacks vehicle batteries and cleans area surrounding waste oil barrel as required.
- Utilizes pull magnate to pick up nails and metal; stacks waste tires as required.
- May operate small dump truck to haul dirt.
- May pump leachate water into water truck to assist with landfill dust control as required.
- May assist with Wellness health programs and assessments.

WORKING ENVIRONMENT:

Work is performed in a scalehouse environment which may include computer operation; exposure to solid waste including hazardous material; standing, walking, bending, reaching, regular lifting up to 30 pounds and occasional lifting up to 50 pounds is involved.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level position in Solid Waste job family. As such, employees perform customer service/laborer duties. As experience is gained, employees apply a greater degree of independence of action within established guidelines.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and one year clerical/cash handling/general labor experience; or equivalent combination of education, training and experience.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Basic landfill/solid waste disposal activities and operations; hazardous waste policies and procedures; general office processes and procedures; cash handling methods; customer service standards and protocol.

Ability to: Provide customer service assistance to landfill customers; screen solid waste for hazardous materials; perform basic mathematical/cash handling functions; prepare reports and maintain documentation; perform manual labor and operate light equipment; follow oral and written instructions.

Skills in: Performing a variety of basic clerical/manual labor functions and providing customer service assistance to landfill customers.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.