GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: SEPTEMBER 21, 2016
REVISED: NOVEMBER 2, 2016
CLOSING DATE: NOVEMBER 15, 2016

DEPARTMENT: **Public Works Recycling & Landfill Management**

POSITION: **Recycling & Landfill Operations Worker**

LOCATION: **Globe**

JOB CODE: **16-085**

PLEASE USE CDL/DRIVER'S APPLICATION

ANNUAL SALARY: **$22,369-$23,823 DOE**

PURPOSE OF THE JOB

To ensure safe operation of recycling and landfill. This position weighs vehicles, moves traffic and assists customers at the landfill. The worker operates trucks, performs cleaning duties and trains new employees. Other responsibilities include bookkeeping and report preparation.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Directs landfill traffic and monitors for hazardous waste; assists landfill customers to safely unload refuse.	10%
• Operates compactor to compact trash; operates loader used for piling solid waste; maintains lifts at required heights; ensures compliance with safety and environmental regulations applicable to solid waste disposal.	10%
• Operates water truck on access road and around work area to control dust; pushes brush piles and removes debris.	10%
• Performs routine service on vehicle such as re-fueling, checking fluids and tires, and reporting necessary repairs.	10%
• Tests for leakage in landfill liners; operates pumps to drain sump into leachate ponds.	10%
• Removes tires from debris and stacks/sorts tires in waste tire yard; cleans and maintains tire yard.	10%
• Provides assistance with coordinating inmates performing litter control duties as required.	10%
• Provides relief coverage in scalehouse; performs transfer truck operations.	10%
• Stacks vehicle batteries and cleans waste oil barrel; removes Freon from refrigerators and freezers.	10%
• Complies with safety and environmental regulations pertaining to solid waste disposal activities; and may operate bulldozers and scrapers for training purposes and to gain work experience.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, certain papers and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Sometimes (More than 10% but less than 25% in a year)

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MINIMUM EDUCATION REQUIRED

High School Diploma or GED.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

One (1) year landfill operations experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

A valid Arizona Class A or B Commercial Driver's License is required or must be obtained within six months of employment. Incumbents in this position are subject to drug and alcohol testing.

KNOWLEDGE REQUIRED

Clerical, customer and personal service, mathematics, Federal, State, Local laws, regulations, statutes, hazardous materials (handling and disposal) and cash handling.

SKILLS REQUIRED

Communicating diplomatically, customer service, problem recognition, problem solving, multi-tasking, typing and data entry.

ABILITIES REQUIRED

Categorize and group data, perform mathematical operations, focus, multi-task, maintain calm demeanor in stressful situations and adapt to weather conditions affecting operations.

PHYSICAL DEMANDS

- Routinely stands to attend to cash register and to attend to customers.
- Routinely sits to complete reports and to operate computers.
- May be required to lift work related materials, equipment or tools up to 50 lbs.
- Regularly requires dexterity for keyboard operation, occasionally requires dexterity for special gadgets and for special machines.
- Incumbents in this position may be required to occasionally walk to and from work sites, bend, stoop and/or twist.

WORK ENVIRONMENT

Incumbents in this position constantly spends time outdoors and in equipment operations area; routinely spends time in office and/or lobby environment and in automobile.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to telephone verbal abuse by customers or citizens; individuals with high level of emotional distress; bloodborne pathogens, communicable diseases, respiratory hazards, extreme temperature, chemical hazards and airborne diseases.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Incumbents in this position require safety foot wear, hearing protection devices, eye protection devices and hard hat.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

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.