



Transfer Station Attendant/Laborer

Salary \$21,840.00-\$28,080.00 **Location** Tierra Amarilla

JOB DESCRIPTION

Summary/Objective

Perform general labor on residential collection route or at collection center/transfer station. Responsible for minor construction projects, grounds keeping and light mechanical work. Provide labor assistance to any division as required. Responsible for the efficient and safe operation of a solid waste convenience station/transfer station. Collection of fees for dumping of refuse at disposal sites, keep accurate records of fees collected and amount of refuse dumped, measure, inspect, and/or weigh refuse to determine refuse quantity and type; direct traffic at the working face of the transfer/collection station Loading, unloading and/or receiving waste, record keeping, data entry and preliminary waste screening. Work assignment may vary between residential collection routes or collection center/transfer stations and is subject to change without notice. Hours subject to change without notice.

Employees assigned to residential collection routes work under the supervision of the Residential Foreman. Employees assigned to collection centers/transfer stations work under the supervision or the Station Foreman.

Essential Functions

Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to, any combination of the following tasks:

- Load and unload trash and other refuse.
- Rake, clean, pick up litter and other refuse as required.
- Must be able to follow oral and written instructions.
- Must be able to pass a cash handling training.
- Must be able to operate and maintain equipment in a safe and efficient manner.
- Perform equipment and vehicle checks and make minor repairs.
- Log customer information at collection center/transfer station and maintain records related to disposal at collection center/transfer station.
- Operate backhoe to compact trash/debris/refuse in trailers.
- Tarp trailers.
- Assist customers and drivers with loading and unloading trash.
- Perform other related duties as required.

Supervisory Responsibility

This position does not supervise any employees.

Work Environment/Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit for extended periods while driving a large solid waste truck maintaining constant vigilance to the surrounding area.
- Reach overhead, bend, and stoop repeatedly; climb up and down ladders; work in rough, uneven alleys.
- Lift up to 60 pounds on a continuous basis.
- Visual, muscular, and manual dexterity in order to service equipment; use a rake, shovel, pitchfork, and/or broom; perform manual labor on an on-going basis: to operate equipment, common hand tools (such as hammer, saw, screwdriver, etc.), and computer.
- Work with paints, deodorizers, cleansers, or similar solutions.
- Seldom sedentary and includes walking or moving, pushing, bending, stooping, lifting, and reaching; sometimes involves climbing elevations.
- Exposure to dust, grease, noise, inclement weather, temperature extremes, and unpleasant odors.
- Removal of dead animals from county roads and streets.
- Operate trucks and equipment skillfully and safely.
- Travel to/from meetings and various county locations.
- Work holidays, weekends, and special events as needed.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work varies. This position may require long hours and weekend work.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience

1. High school diploma or General Education Development (GED) equivalent.
2. One-year experience working as a laborer required.

Licensing, Certifications and Other Requirements

- Must possess and maintain a valid, unrestricted New Mexico driver's license with no major citations within the past 12 months prior to the start date.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

Additional Eligibility Qualifications

1. Maintain certification and clean driving record.

AAP/EEO Statement

“North Central Solid Waste Authority is an Equal Opportunity Employer. North Central Solid Waste Authority does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.”

Other Duties

Job Description Acknowledgement Form

I have received, reviewed and fully understand the job description for Transfer Station Attendant/Laborer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____