



Waste Collection Laborer (Tierra Amarilla)

Job Description

Division:	Operations - Residential	Reports to:	Foreman
Position Number:	501-512,601,701,801, 901-902	Supervises:	None
Pay Grade:	1	Classification:	Non-Exempt
Hours/week:	40	Effective Date:	11/20/2019
Type of Position:	Full Time	Revised Date:	

Performance Expectations

All employees of North Central Solid Waste Authority (NCSWA) are expected to conform to the following:

- Possess cultural awareness and sensitivity
- Perform in a professional and ethical manner in the execution of duties
- Interact in an honest, respectful and dependable manner with all colleagues and citizens

Position Purpose

Performs a variety of general manual labor tasks under direct supervision as well as duties to expedite the receiving of revenue from NCSWA customer and customer service concerns and request.

Essential Duties and Responsibilities

Performs a variety of general manual labor tasks on an assigned residential route including, but not limited to the following; Lifting, loading and moving refuse, loading into and off of trucks.

Completely dumps all receptacles and leaves the customer's location clean and free of debris. Tags receptacles that are not in compliance with NCSWA regulations. Communicates with driver as to discrepancy for logging.

Attends and participates in all scheduled training programs, briefings, and meetings as required by NCSWA or as directed by Supervisor.

Performs general money management duties related to cash drawers and the balancing of; reviews and reconciles all payments for accuracy and completeness and prepares daily deposits.

Performs other duties as assigned.

Minimum Mandatory Qualifications

Education: High School Diploma or equivalent

Experience: **One (1) year of experience working in related field.**
One (1) year of cash handling experience in related field.
Or equivalent experience.

Knowledge, Skills, Abilities, and Other Qualifications

- Knowledge of assigned route and customer refuse sites, familiarity with types of refuse collected. Ability to communicate effectively, verbally and in writing; perform basic mathematical calculations; calculate and provide correct change to customer when customer provides cash payments; operate personal computer (windows) in utilizing various MS Office programs (Word, Excel, PowerPoint,

etc.) In-Code, to produce or compose documents, reports and records; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, and the public.

- Skill in the operation of a pickup truck, common hand tools; such as a rake, shovel, pitchfork
- Ability to communicate effectively verbally and in writing.
- Ability to work nights and weekends when necessary.
- Perform cashiering duties at the Tierra Amarilla Collection Center; collect user fees and issue receipts; provide information to customers regarding policies and procedures.

Preferred Qualifications

Bilingual skills in English and Spanish

Work Environment

Work environment: Work is performed in an office and daily in outside weather conditions. The employee works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. Possible exposure to fumes or airborne particles, risk of electrical shock, and vibration. Frequent exposure to toxic or caustic chemicals, and blood borne and/or airborne pathogens.

Physical demands: Tasks require variety of physical activities, occasionally involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting (100 lbs.). Talking, hearing and seeing essential to the performance of daily job functions.

Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Daily travel in automobile or heavy equipment required in job performance.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

Disclaimer: The information on this job description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

Acknowledgment

I have reviewed the content of the Waste Collection Laborer job description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Employee Printed Name

Employee Signature

Date