



CITY OF RICHLAND

CLASSIFICATION TITLE: LANDFILL OPERATOR I/TRANSFER STATION ATTENDANT	JOB # 3039	AFFILIATION: Affiliated (IUOE)
REPORTS TO: SOLID WASTE MANAGER OR DESIGNEE	PAY GRADE: Per CBA	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Performs work operating equipment associated with the operation of a municipal solid waste landfill and transfer station; safely directs customers to waste receiving areas; performs incoming material inspections and prepares incoming recyclable goods. Subject to after hours, weekend, and holiday work as needed. Safely performs all job functions.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Directs incoming vehicles to waste receiving areas and provides necessary traffic control and excellent customer service.
- Performs waste screening and inspection of loads.
- Loads, hauls, mixes, and screens materials associated with compost operations.
- Loads and hauls materials for landfill operations. Applies alternative daily landfill cover.
- Receives incoming white goods (appliances) and reclaims CFC's in accordance with established safety procedures and environmental laws.
- Performs general maintenance and upkeep of transfer station and landfill areas, including dust and litter control as assigned.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Specific and realistic knowledge, skills and abilities typically necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes, and regulations related to assigned activities.

- Operation and basic maintenance of trucks and heavy equipment.
- Landfill operations and solid waste industry.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.
- Applicable healthy and safety policy, procedures, and practices.

Skills and Abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies, and procedures.
- Follow oral and written instructions.
- Observe legal and defensive driving practices.
- Follow health and safety regulations. Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities, and meet deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or GED.
- One (1) year of experience operating heavy equipment and/or driving heavy trucks such as front end loaders, roll-off and water trucks.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license with Class "B" CDL upon hire date.

COMPETENCIES:**Foundational**

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

WORKING CONDITIONS

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

Environment:

- Typically performed in the field, which requires travel daily within the landfill site and on occasion to other City sites.
- The position involves work outdoors on a year-round basis and is subject to extreme weather conditions.
- The noise level in the work environment is usually quiet to moderate depending on the type of equipment being operated.
- Will be exposed to moving mechanical parts, equipment, and vehicles within the landfill site.

Physical Demands:

- Must be able to regularly and punctually attend work at the shop or other assigned locations.
- Operate a motorized vehicle and equipment, which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.



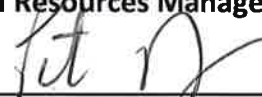
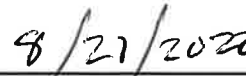


- Ability to sit, stand, walk, bend, reach with arms and hands, kneel, and stretch occasionally, crawling in tight spaces and ability to climb steps and/or ladders.
- Ability to walk through the landfill site and negotiate uneven terrain.
- Ability to lift, push, carry, and pull materials and objects weighing up to 50 lbs. on a routine basis and up to 90 lbs. as needed using proper lifting techniques.
- Manual dexterity of hands and fingers to include repetitive grasping and reaching.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person and over the telephone.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: (For Archive)

	
Human Resources Manager	Date
	
Department Director	Date
	
City Manager or Authorized Designee	Date