



Job Description
Minimum Wage: \$9.25/hr.

Solid Waste Transfer Station Operator (Part-time)

DEFINITION: Under general supervision from the Public Works, Parks and Building Maintenance Manager, performs a variety of skilled, semi-skilled and un-skilled tasks involving assessing fees, receiving money, recording charges, operating equipment, cleaning and maintaining station yard.

CLASSIFICATION: This is a non-exempt, part-time, position with some prorated benefits. This position is also temporary until a larger regional transfer station is operational.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Performs the daily operating duties of the transfer station compaction equipment as well as basic, routine maintenance of the equipment. Employee must exercise tact and diplomacy in handling complaints and dealing with the public. Employee is responsible for accuracy of cash handling, charge systems, daily balance reports, collecting fees and for ensuring that rules and regulations regarding dumping are followed. Employee will determine the type and amount of charge to be levied on incoming loads. Prepares fee tickets for vehicles entering the transfer station. Employee may operate a computer to record fees and transactions. Employee will communicate with contracted hauling service company to handle the removal of waste transfer bins. The employee will maintain a clean and neat yard and demonstrate an effort to improve operations of the transfer station. The employee may also complete other duties as assigned.

Develops an in-house inventory on all tools, equipment, and material, for maintaining accountability and loss control. Conducts minor custodial work where necessary and provides assistance to other divisions within the City where necessary for efficient operations.

Works with other department personnel in order to assure the city facilities are being maintained in a manner which creates a safe working environment for all employees and the general public.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of, or the ability to learn of basic preventative maintenance of equipment and tools.

Skill in following oral and written instructions.

Skill in handling money, providing receipts and possibly operating a computer

Skill in dealing with the public in a professional and courteous manner.

Skill in maintaining a professional image.

PHYSICAL REQUIREMENTS: Work involved in this classification includes the possibility for injury or harm to self and others due to the inappropriate use of equipment and tools. Work is often performed outdoors during inclement weather. Involves general labor work requiring light to heavy lifting and carrying.

Facility Maintenance Worker– (Continued)

MINIMUM QUALIFICATIONS: Graduation from High School or equivalent. State of Arizona Drivers License required.

HOURS: Must be available to work weekends.