

SANDOVAL COUNTY NOTICE OF POSITION ADA SPECIFICATIONS FORM

POSITION TITLE: **LANDFILL ATTENDANT/SPOTTER 2K10-08-43**
DIVISION: PUBLIC WORKS
SECTION: SOLID WASTE
REPORTS TO: Public Works Assistant Director of Solid Waste
CLASSIFICATION: FLSA NON-EXEMPT
HOURS: VARIED HOURS/VARIED DAYS
WAGE LEVEL: \$11.5063 (Full-Time)
FIRST DAY TO APPLY: 08-27-10
LAST DAY TO APPLY: 09-03-10
JOB ANALYSIS COMPLETED: October 5, 1995
JOB ANALYSIS REVIEWED: October, 1998, June, 2007

****NOTE:** You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MINIMUM QUALIFICATIONS:

1. High School diploma or GED certificate required.
2. Basic math skills.
3. Good customer relations skills.
4. Must have a valid New Mexico driver's license, with no DWI violations in the past three years.
5. Ability to work week-ends and various schedules.
6. Ability to perform the essential duties listed below.
7. Ability to work in the work conditions described below.
8. Ability to utilize equipment, tools, and materials listed below.

ESSENTIAL DUTIES:

(Please initial each item to indicate whether you are or are not capable of performing that duty.)

1. Ensures the safety of residential and commercial drivers while dumping solid waste material.
2. Ensures the drivers are dumping material in assigned locations in order to stay in compliance with the environmental Regulation.
3. Employee will make ready convenience station as well as tipping face, depending where they are assigned to work.
4. When parking a vehicle the employee shall place the customer's vehicle in a safe manner allowing enough working room between the customer's vehicle and the 40 CYD bin or working face.
5. Employee shall know what materials that are acceptable or unacceptable and will advise customers when needed and inform them where they may dispose of properly.
6. Employee will maintain all rules posted and set by the County or State.
7. Employees will inspect a minimum of three customer vehicles per working day or shift. Employees must complete proper forms and sign off as required by State Solid Waste regulations.
8. Employee will keep work area clear and clean of any debris. At the end of the shift or day they shall clean work area before leaving for the day. Roads leading to and from the landfill including adjoining properties, neighbors, or any area affected by dumped or blowing trash coming to the landfill shall be cleaned and maintained on a daily basis.
9. May measure loads, calculates cost and collects money for loads of material to be dumped.
10. Ensures that improper or unregulated material is not to be disposed of.
11. Utilizes the 2-way radio to communicate with other staff members.
12. Cooperates with other staff members to enhance a professional and landfill team.
13. May drive landfill equipment upon the request (i.e. pick-up, loader, etc.)
14. Complete all landfill assignments as assigned.
15. Employee must perform all duties with minimal supervision.
16. Employee may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned.

Other Requirements

1. Employee must complete new hire physical if required.
2. Employee must comply with and enforce the safety guidelines of the County.