

City of Elgin Position Description		
Position Title:	Solid Waste Operator	
Job Code Number:	001	
Department:	430	
Position Type:	Non-exempt	
Date Originated:	0326-14	Date Reviewed / Revised:
Position Purpose:		
<p>Under the direction of the Public Works Supervisor, this position is accountable for performing a variety of skilled and semi-skilled tasks including the operation of equipment used in the maintenance and operation of the solid waste transfer facility.</p> <p>Responsible for opening and operating the solid waste transfer station to the public for eight to ten (8-10) hours per day, one (1) day per week.</p> <p>This position is asked to keep abreast of departmental issues and the need for revised/additional policies and procedures that will assist in the operation of the solid waste transfer station and any state or federal laws and ordinance that effect the operation of the facility.</p>		
Nature and Scope:		
<p>Five general categories of work are involved in this classification:</p> <ol style="list-style-type: none"> 1. General janitorial services, general maintenance and clean-up of the transfer station, road right-of-ways, and open ditches; 2. Place, maintain and replace directional signs; 3. Collect and account for disposal fees; 4. direct public traffic to appropriate transfer/recycling bins 5. Perform routine maintenance and minor repairs. 6. Exercise oversight of materials brought to transfer site to assure that hazardous materials are properly handled and appropriate fees charged. <p>This position must refer matters that involve problems that can develop negatively towards the City of Elgin or matters affecting the department's operating and capital budgets directly to the Public Works Director.</p> <p>This position has contact with all City of Elgin departments, members, employees and providers and high standards of courteousness, performance, diplomacy and respect for the citizens of Elgin.</p> <p>The incumbent must be able to set goals and priorities, and represent the department in a professional manner.</p>		
<p>The foregoing description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills and efforts or work conditions associated with the job. It is intended to be an accurate reflection of the general nature and level of the job.</p>		
Minimum Qualifications: Requirements - Required and/or Preferred		
Education:	High School Diploma or GED.	
Back Ground Check	This position is subject to a background check in accordance with Oregon State Statutes.	

Experience:	Some experience in performing varied manual and skilled tasks involving the use of standard hand tools and equipment; any equivalent combination of experience and training that demonstrates the ability to perform the essential functions of the position. General mechanical aptitude; including the use of common hand tools and power equipment to which she/he is assigned. Use of common hand tools and standard equipment used in waste material handling and maintenance work. Hazardous material recognition and safe handling procedures
License(s):	State of Oregon Drivers License
Certification(s):	None
Computer / Typing:	Must have the ability to use the computer to complete recording of financial transactions and hazardous materials processing as required in the operation of the facility.

Essential Physical Requirements							
Perform assigned tasks without close supervision; carry out oral and/or written instructions; perform manual tasks involving physical strength and endurance, and withstand exposure to variable weather conditions Use of tools needed in operation, repair and maintenance of transfer facility grounds.							
Physical Activity							
Percentage of time (equaling 100%) during the normal workday the employee is required to:							
Sit:	10%	Stand:	30%	Walk:	10%	Run:	
Squat:	10%	Bend:	10%	Twist:	10%	Lift:	15%
Kneel:	5%	Drive:		Climb:		Crawl:	
Reach above shoulder:				Other:			
Tools and/or Equipment:		Frequency					
		Occasional (01-33%)		Frequent (34-66%)		Continuous (67-100%)	
Computer/Keyboard				X			
Telephone/Voicemail		X				.	
Copy Machine/Printer		X					
Fax		X					
Repetitive Use of Hands and Feet:							
	Not Required	Occasional (01-33%)	Frequent (34-66%)	Continuous (67-100%)			
Simple Grasping			X				
Pushing / Pulling		X					
Typing / Data Entry			X				
Fine Manipulation		X	.				
Lifting and Carrying:							
Weight to be manually lifted each normal workday. (Occasional 1 - 33%, Frequent 34 - 66%, Continuous 67 - 100%)							
	Not Required	Occasional	Frequent	Continuous			
Up to 10 lbs		X					
Up to 20 lbs		X					
Up to 35 lbs		X					
Up to 50 lbs	X						
Up to 75 lbs	X						
Up to 100 lbs	X						
Over 100 lbs	X						
Sensory Requirements:							

Essential Functions
The ability to take and follow direction as tasks are assigned.
The ability to come to work promptly and routinely.
The ability to communicate clearly, timely and effectively.
The ability to organize and complete clerical tasks.
The ability to routinely work under stress and to deadlines.
The ability to work well with others
The ability to provide excellent customer service.
The ability to comprehend daily activities.
The ability to concentrate.
The ability to learn, retain, and utilize knowledge, skills, and abilities.

ACKNOWLEDGEMENT

I have read and understand the position description. I have reviewed all performance standards and understand that these standards will be used as criteria for evaluating my performance.

I hereby acknowledge that I currently hold, or will obtain within the amount of time specified, all required licensure and certifications listed in the minimum requirements section of the position description. I understand that it is my responsibility to maintain the required licensure and certifications (as applicable).

It is further understood that these requirements may be modified to reflect changes necessary in departmental and/or city needs.

Employee's Signature: _____ Date: _____

EQUAL EMPLOYMENT OPPORTUNITY: We are an Equal Opportunity/Affirmative Action Employer. We are dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, national origin, age, or mental and/or physical disability.