



## WAYNE COUNTY JOB DESCRIPTION for SOLID WASTE DEPARTMENT

### **ESSENTIAL WORK FUNCTIONS**

Under direct supervision, performs manual work involving separation of materials at landfill. Duties involves sorting/separating materials, removing Freon from white goods, packaging recyclable materials for pickup, and ensuring proper separation of various materials by patrons. Employee is also responsible for assisting with maintenance of landfill grounds. Reports to the Solid Waste Manager.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

- Separates metal materials and white good materials from other materials to be picked up for recycling; loads metals and white goods into boxes; packages white materials for pickup; maintains statistical records of disposal of white good items.
- Removes Freon/refrigerant from white goods such as refrigerators and freezers, using Freon removal equipment.
- Provides guidance to the public regarding proper separation/disposal of various materials; ensures separation into designated containers for white goods, metal materials, vinyl siding, tires, batteries, or other materials involving special handling or potentially hazardous materials.
- Operates hydraulic compactor to compact household waste and store waste for disposal.
- Performs manual tasks associated with landfill operations and grounds maintenance, which may include cutting grass/weeds, cleaning grounds areas, packing containers, loading/unloading containers, picking up debris/litter, assisting customers in lifting/unloading appliances, or lifting/moving heavy materials.
- Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, washing/cleaning equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Prepares or completes various forms, reports, correspondence, maintenance forms, or other documents.

- Receives various forms, reports, correspondence, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Communicates with supervisor, employees, other departments, patrons, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

#### **ADDITIONAL JOB FUNCTIONS**

- Provides assistance to other employees or departments as needed.
- Performs other related work as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

- High school diploma or GED; supplemented by 5 months' previous experience and/or training involving solid waste operations and equipment operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **SPECIAL REQUIREMENTS**

- Must possess and maintain valid Freon Recovery Certification.
- Must possess and maintain a valid North Carolina driver's license.

#### **MINIMUM STANDARDS REQUIRED**

#### **TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines, tools and equipment, such as Freon removal/recovery machine, tractor, forklift, track backhoe, lawn mower, weed eater, shovel, broom, or rake. Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (100 pounds or over).

**Data Conception:** Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Interpersonal Communication:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

**Language Ability:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to complete forms or

write reports with proper format, punctuation, spelling and grammar, using all parts of speech.

**Intelligence:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Verbal Aptitude:** Requires the ability to utilize a variety of reference data and information.

**Numerical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape, visually with job-related machinery and equipment.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using job-related machinery and equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination:** May require the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of landfill operations and of departmental policies, procedures, and methods as they relate to the position.
- Knowledge of occupational hazards, safety techniques, and safety/health rules and regulations.
- Knowledge of guidelines and regulations governing separation and disposal of various items typically disposed of in a landfill environment.
- Knowledge of guidelines, practices, and methods for safe removal/recovery of Freon/refrigerant from appliances.
- Ability to comprehend, interpret, and apply regulations, procedures, and related information.
- Ability to assess landfill materials and to identify materials which may be categorized as potentially hazardous materials or may require special handling.
- Ability to safely and effectively operate refrigerant recovery equipment to recover Freon/refrigerant from appliances to avoid environmental hazards.

- Ability to safely and effectively operate machinery/equipment associated with performance of duties, such as a tractor, forklift, backhoe, or mowing equipment.
- Ability to exercise tact and discretion in providing direction to landfill patrons in the proper separation of materials.
- Ability to effectively communicate and interact with customers, supervisors, members of the general public, and all other groups involved in the activities of the department.
- Ability to assemble information and make written reports in a concise, clear and effective manner.
- Ability to use independent judgment and work with little direct supervision as situations warrant.

**I have read and understand the nature of this position and the required duties described. I understand this is not an exhaustive list of duties that may be asked of me in this position. I am capable and willing to perform these duties.**

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_