

Monroe County Solid Waste Management District

Job Description

September 2016

Job Title: Replacement Site Operator

Department: Recycling, Reuse, & Solid Waste Stations (06)

Work Location: Rural Recycling Center

Reports To: Operations Director

Full-Time
 Part-Time

On-Call

Exempt
 Non-Exempt

To Perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County Solid Waste Management District provides reasonable accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause undue hardship.

PURPOSE OF THE POSITION

The Replacement Site Operator oversees all operations of the recycling, reuse and solid waste stations when replacing a regular Site Operator on an as needed basis.

RESPONSIBILITIES

1. General Tasks

- Ensures facility is clean and orderly at all times
- Performs daily clean-up and maintenance of site equipment, operator's building, trading post, and the general site area
- Monitors waste motor oil collection tank, household battery collection container, and used oil filter container to prevent overflow and maintains cleanliness
- Uses established processing techniques to manage and separate recyclables
- Monitors trash and recyclables delivered to site for presence of unacceptable materials
- Assist customers and truck drivers with trash and recycling drop-off
- Ensures that tools assigned on site are returned to proper storage area at the end of each usage
- Advises supervisor of grading or ditching maintenance needs, or any other general facility issues

2. Technical Tasks

- Operates and monitors electric-powered hydraulic compactors
- Arranges for changing of compactor box when full
- Provides site lawn and weed maintenance using lawn mower, weed eater, and other equipment

3. Other Responsibilities

- Provides efficient, timely, and friendly service to all customers
- Observe and enforces previously established safety guidelines at all times
- Maintain compliance with all company policies and procedures
- Maintains integrity of facility at all times- arrive and leave facility at designated times only and make sure facility is locked between openings
- Perform other District duties as assigned and directed

4. Supervisory Responsibilities

- Oversees county road crews, restitution workers, and volunteers as necessary

EDUCATION, KNOWLEDGE, SKILLS AND/OR WORK EXPERIENCE REQUIREMENTS

The Replacement Site Operator will possess minimal expertise to work on-site equipment and to maintain grounds.

- Knowledge of emergency preparedness and response
- Ability to communicate and interact effectively with the public
- Time management skills

PHYSICAL REQUIREMENTS

Bending, lifting, and constant movement for duties such as assisting the public with recyclables. Must be able to be on feet much of the day.

- Occasional lifting heavy object up to fifty (50) pounds
- Work on site for 11.5 hours per scheduled day
- May not leave site during facility hours except in emergency
- Work outside in adverse weather conditions
- Ability to communicate and interact effectively with the public

OTHER REQUIREMENTS

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state and local standards
- Must be able to talk, listen and speak clearly on telephone and in person
- Interact in a friendly and courteous manner with members of the public and other government departments and agencies
- Interact with Compliance and Safety Departments and take direction as instructed
- Other requirements as needed

ACKNOWLEDGMENT

The District has developed the job description to provide general guidelines to assist you in becoming familiar with obligations of your employment. It is not a complete list of responsibilities and is subject to change at any time. In the event this job description is modified, employee shall be provided a written copy of the revised job description, which will require employee's signature. This is not to give rise to contractual rights or obligations, express or implied or to be construed as a guarantee of employment. This is not a contract of employment. Additionally with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by the District at any time, without advance notice. By your signature below, you acknowledge that you have read and understand this job description and agree to perform the duties, responsibilities and tasks set forth. Failure or refusal to sign and return a copy of this job description with an original signature to the Executive Director, or their designee, prior to the designated start date and time may be considered a declination of the position.

The District is an Equal Opportunity Employer

Print Employee Name:

Employee Signature:

Date: