

HUERFANO COUNTY

JOB DESCRIPTION

**TITLE: Waste Transfer Operator**

**FLSA: Non-Exempt**

**DEPARTMENT: Public Works**

**REPORTS TO: Public Works Director**

**Job Summary:**

Performs work related to the operation of the Waste Transfer Station.

**Essential Job Functions:**

Operate, in a safe manner, the following heavy equipment: i.e. backhoe, skid steer, loader.

Operate in a safe manner, tampers, power tools, and hand tools.

Responsible for the maintenance and operation of the County transfer station and performs tasks associated with maintenance of equipment and cleanliness of the station; works independently; performs other duties as assigned.

Maintains and operates transfer station; monitors types of materials to be dumped.

Performs preventive maintenance on assigned equipment.

Directs customers to appropriate disposal site/hopper.

Collects tipping fees and issues receipts.

Performs daily reports as directed.

Prepares receipts and maintains a record of cash received.

Question facility users and visually inspect vehicles and the solid waste they contain to insure compliance with regulations governing the collection, transportation, and disposal of solid wastes.

Performs other duties as instructed and assigned (including maintenance or janitorial duties).

Adheres to Waste Transfer Policies and any addendums.

**Desired Qualifications:**

Knowledge and/or ability to safely operate and perform routine maintenance on various types of heavy and light construction, and maintenance equipment. Ability to apply safety policies and procedures to various work environments and situations. Ability to understand and apply county policies, understand and follow written and verbal instructions. Ability to take initiative and make good decisions, identify and correct problems on the job site. Ability to operate a cash register, tablet, and computer.

**Training and/or Education Experience:**

High school diploma or GED. Must possess valid Colorado driver's license. Must be able to pass required pre-employment drug test with negative result. Subject to random drug/alcohol testing. This position is subject to a 6 month probationary period from date of hire.

**Physical Demands:**

Employee must be able to withstand extensive exposure to outdoor weather conditions. Must be able to lift and/or move up to 50 pounds. The employee is routinely required to work with the hands in handling, seizing, holding, or grasping motions and picking or pinching actions to operate objects, tools, or controls. The employee is frequently required to sit, stand, talk and hear, climb, balance, stoop, kneel, bend, crouch or crawl.

**Unusual Demands**

This position may be assigned to report to duty at any Public Works department, including maintenance and janitorial.

Working hours may vary including shift work, holidays, and weekends.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.