**WORTH COUNTY BOARD OF COMMISSIONERS**

**TRANSFER STATION OPERATOR**

**POSITION: Transfer Station Operator**

**GRADE: 104**

**CODE:**

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**FLSA: Non-Exempt**

**DATE: 6/20/19, Grade change \_\_\_\_\_\_\_; revised \_\_\_\_\_\_\_**

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**POSITION SUMMARY**: Assists in the maintenance and operation of a County transfer station and provides manual labor for tasks associated with maintenance of equipment and cleanliness of the station; works under close supervision; performs all other duties as assigned.

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 **ESSENTIAL FUNCTIONS**:

1. Maintain and operate a County transfer station;

2. Monitor types of materials to be dumped;

3. Clean and maintain the station, including painting, sweeping, scrubbing, hosing, mopping, mowing, trimming, etc.;

4. Perform preventive maintenance on assigned equipment;

5. Assist customers by assigning their solid waste to a designated location;

6. Collect fees through use of a cash register and/or computer;

7. Prepare receipts and maintain a record of cash received;

8. Prepare daily reports as directed;

9. May haul trash and recycle bins to the Central Landfill;

10. Report to work on time and as scheduled;

11. Perform other duties as instructed and assigned.

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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**:

1. Knowledge of the operation and maintenance of the County transfer station and associated equipment;

2. Working knowledge of building and grounds maintenance;

3. Introductory knowledge of mechanics, electricity, hydraulics, and electric wiring and switches;

4. Ability to follow oral and written instructions, including operating instructions for hoppers, compactors, and other relevant equipment and machinery;

5. Operation of trucks and trailers;

6. Ability to compute and record fees manually or on a computer;

7. Ability to communicate effectively with others, including the public;

8. Knowledge of basic computer operations to include Microsoft Office Software.

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**REQUIRED EDUCATION AND EXPERIENCE**:

1. High School diploma or G.E.D preferred;

2. One (1) or more years related experience in machinery maintenance or operating a truck and trailer; 3. OR equivalent technical, training, education and experience;

4. Valid Class B CDL – or within 6-months of hire;

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**PHYSICAL AND ENVIRONMENTAL CONDITIONS**: Work requires physical effort, including handling of light to moderately heavy boxes, materials, and equipment, working in a stooped position over a long period of time; and/or walking/climbing or standing/sitting in a fixed position over a long period of time.

Work involves risks or discomforts which require special safety precautions, e.g., working around moving parts or machines. Employees may be required to use protective clothing or gear such as boots, goggles, gloves, or shields; may require working in extreme weather conditions, including rain, heat, and cold.

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 The above job description is not intended as, nor should it be constructed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

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Employee Signature Date

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Supervisor (or HR) Signature Date

*The Worth County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*