

Sierra County Landfill Department:

Position Title: Transfer Station Operator

Department: Sierra County Landfill Department

Salary Grade:

Overtime Compensation: See Sierra County Personnel Policy Ord. No. 16-009

Holiday Pay: See Sierra County Personnel Policy Ord. No. 16-009

Leave and Benefits: See Sierra County Personnel Policy Ord. No. 16-009

F.L.S.A.: Part-time, classified. Subject to Sierra County Personnel Policy, Ordinance No. 16-009 Functions are normally performed for less than twenty (20) hours of scheduled work within a forty (40) hour work.

Reports to: Road Superintendent

JOB SUMMARY:

Under the supervision of the Road Superintendent this position performs a wide range of duties and skilled work at a transfer station. Must be willing to work at the other transfer stations and perform any other duties as assigned and directed by the Road Superintendent or County Manager.

MINIMUM REQUIREMENTS:

Must possess a high school diploma or GED. Must possess a valid driver's license. Preference will be given to any applicant that possess a CDL license. Must have the ability to analyze data, develop and compose comprehensive reports and research. Must have the ability to communicate effectively in written and oral English.

ESSENTIAL DUTIES:

Duties will include wide range function associated with the daily operations of the county owned transfer stations. Assure the best quality of work is being performed in a timely and effectively manner to serve the public. Complete daily, weekly, monthly and annual reports. Assess fees and complete and distribute receipts to customers for monies received. Tarp bins accordingly. Ensure that all equipment is running safely and properly. Ensure that monies collected are deposited in the Treasurer's Office on a daily basis. Ensure recyclables are distributed accordingly.

EQUIPMENT TOOLS AND MATERIALS:

In performing the essential duties the following is a list of items needed in job performance.

Hand tools (shovels and rakes) and heavy equipment (trash and recycling trailers) and county vehicle. Petroleum products, paint. Eye goggles, gloves, reflecting vests and hard hat must be used as safety precautions.

PHYSICAL FUNCTIONS:

1. Ability to lift up to 80 pounds from ground to waist level as needed.
2. Must be able to sit, stand and work intermittently through out the workday.
3. Ability to stand and/or walk up to four hours at one time, and up to eight hours total per day.
4. Ability to crouch, kneel, and remain in a prone position for up to four hours at one time, and up to eight hours per day.
5. Ability to bend at waist and twist/rotate waist as necessary in excess of 100 times total per day.
6. Ability to work with arms extended and bent for up to four hours at one time, and seven and one-half hours total per day.
7. Ability to push/pull with arms with a force of up to 50 plus lbs while performing labor work.
8. Ability to use hands and wrists use tools and make repairs or perform maintenance tasks.
9. Ability to use hands and fingers in order to grasp/manipulate various office equipment and materials needed to perform essential duties.
10. Must be able to coordinate the use of hands and eyes in operation of county vehicle and office equipment.
11. Ability to climb up and down of bins as part of the process of tarping bins.

WORKING CONDITIONS:

Perform duties indoors and outside under various temperatures and conditions. Inside work will be on flat carpeted, wood, concrete or tile surfaces. Outside work will be exposed to normal outside weather conditions. The position will be exposed to normal working hours and occasional abnormal work hours, some travel, mental stress and tension. Exposure to noise, vibration factors, fumes, dust and mist may occur. Work is performed on uneven and even terrain.

NOTE: This job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Manager the job duties can increase and or decrease.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION:

I have received a copy of the Job Description and have read and understand its contents on **this _____ day**
of _____, _____.

Employee

Supervisor

Human Resource Director