

**COUNTY OF OTERO**

**TRANSFER STATION ATTENDANT/LABORER**

*Class specifications are intended to present a descriptive list of range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION:** Monitor delivery of solid and/or liquid waste at assigned transfer station in order to assure proper disposal.

**DISTINGUISHING CHARACTERISTICS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from supervisory and management staff.

**ESSENTIAL AND MARGINAL FUNCTIONS** include the following. Other duties may be assigned.

**Essential Functions:**

Maintains written records of vehicles disposing of waste at an assigned transfer station.

Checks used Motor Oil Tank for volume to determine if full.

Certifies contents and volume of each transporter's load on manifest document.

Directs driver to proper area for disposal.

Explains rules and fees (if applicable) for dumping trash, tire sales, or disposal.

Estimates amount of trash in cubic yards.

Authorizes acceptance of waste at a transfer station and identified hazardous materials.

Checks/monitors material to be dumped in order to minimize illegal dumping of hazardous material and other household waste using inappropriate containers.

Checks loads for even distribution in those trucks hauling trash from transfer station.

Separates hazardous material such as oil, paint, batteries from trash, operates a trash compactor, and cleans station and surrounding area.

Operates transfer station in accordance with safety regulations.

Maintains radio contact with supervisor.

Assist in tire baling.

Manages traffic congestion by keeping the line moving, keep visiting to a minimum.

Performs other duties as assigned or required.

Responsible for knowing and abiding by all department and county policies and procedures.

Enforces the “No Scavenging” regulation enacted by N.M E.D.

**Marginal Functions:**

Work on a variety of special projects as assigned.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

Must have knowledge of:

Which materials are acceptable based on federal, state, and county standards.

Occupational hazards and appropriate safety precautions.

Must have skills in:

Responding with tact, composure, and courtesy when dealing with others.

Following verbal and written directions.

Writing sufficient to keep operating records.

Consistently following safety procedures.

Revised April 2014

Able to identify materials, which are not permitted at the transfer station.

Establishing and maintaining effective and cooperative working relationships with the public, interested parties, and other departments of Otero County.

**EDUCATION and/or EXPERIENCE:** High school diploma or GED. Six months experience as a landfill guard or attendant preferred.

**PHYSICAL CONDITIONS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly is required to stand and walk, talk and hear. The employee frequently is required to use hands to handle and feel objects, tools or controls, and reach with hands and arms. The employee frequently is required to stoop, kneel, or crouch.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**WORKING CONDITIONS:** Performs essential duties indoors 50% of the time under normal conditions and 50% outdoors under fluctuating temperatures. Primary work surface indoors is carpeted and tiled floors; outdoors is subject to wet, dry or greasy natural ground, asphalt.

Noise level in the work environment is moderate to loud. During on site, employee is exposed to exhaust fumes and dust from vehicles and heavy equipment operation.

**COUNTY OF OTERO**

I hereby affirm that I have received a copy of the position (Transfer Station Attendant) specifications listed above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Witness:: \_\_\_\_\_ Date: \_\_\_\_\_