

CALAVERAS COUNTY
SOLID WASTE- INTEGRATED WASTE MANAGEMENT GATEKEEPER
(HAZARDOUS)

DEFINITION:

Under direction, ~~to handle~~ performs a wide variety of gate-keeping duties for the County Landfill Operation; to verify residency, check and weighs incoming commercial and residential vehicles ~~materials~~; determines and collects appropriate fees; checks incoming loads for materials including recyclables, non recyclables, green waste, mixed loads and hazardous materials and directs public on where to take the material. Notifies IWM staff of incoming loads. ~~and to do related work as required.~~

DISTINGUISHING CHARACTERISTICS:

The Solid Waste- Integrated Waste Management Gatekeeper is a single classification that will provide initial point of contact for all customers at the County Integrated Rock Creek Solid Waste Facility. Duties in this class are performed for extended periods of time in unfavorable working conditions, and on weekends and holidays. When assigned to County facilities that are permitted by the State to collect hazardous wastes, ~~Incumbents are required to routinely handle hazardous waste as an integral part of their daily duties. Incumbents must familiarize themselves with and adhere to the Operations Plan for "Permanent Household Hazardous Waste Collection Facility".~~

EXAMPLE OF DUTIES:

- ~~• Monitor entrance to county landfill operation to ensure conformity with landfill operational requirements.~~
- Receives the public and collects disposal fees from the public; directs trucks and vehicle operators to the proper refuse unloading area.
- ~~• Checks all loads brought the landfill for possible hazardous materials.~~
- Visually inspects trucks, trailers, and vehicles for hazardous materials and proof of residency or business license.
- Prevents admission of any potential hazardous substance or prohibited materials.
- Weighs materials, assesses necessary fee.
- Visually inspect trucks, trailers, and vehicles to determine type and amount of solid waste materials; measures the size of refuse loads to be disposed; tabulates total volume with conversion chart; weighs and records vehicle weight.
- Operates a computer and electronic scale.
- Prepares and maintains routine records and reports of cash receipts and solid waste disposal activities.
- Maintain radio contact with landfill staff.
- ~~• Collects fees and issues receipts as required.~~
- May setup and maintain files and bookkeeping records for operations as directed.
- Does light clerical including correspondence and reports.

- ~~Operates computer equipment and ensures timely updating of data base.~~
- May recommend distribution and sorting of waste materials per policy.
- Identifies and recommends materials for recycling.
- Greets the public and assists users with landfill information. When assigned to County facilities that are permitted by the State to collect hazardous wastes, additional duties will routinely include handling, sorting, and processing hazardous wastes.
- ~~General Assists in HHW custodial and~~ facility maintenance as needed.
- Other hazardous waste related duties as assigned.

SPECIAL REQUIREMENTS:

Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles may be required. When assigned to County facilities that are permitted by the State to collect hazardous waste, incumbent must possess appropriate hazardous waste operations training certificate pursuant to 29 CFR 1910.120 prior to expiration of probationary period. May be required to participate in medical surveillance program in accordance with OSHA standards.

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DESIRABLE-MINIMUM QUALIFICATIONS:

Knowledge of:

Basic clerical procedures, including handling cash transaction and basic bookkeeping methodologies; modern office procedures, practices, methods and equipment, including a computer and applicable software; general landfill operating principles; laws and ordinances regarding solid waste disposal operations and anti-litter regulations; safety policies, procedures, and practices for basic construction industry standards; personal protective equipment and proper use; .

Ability to:

Identify hazardous materials and substances that have potentially dangerous impact when exposed to landfill site; weigh materials accurately; learn and implement program policies and regulations; accurately handle cash and other methods of payment; issue receipts; independently provide accurate and consistent information to the public regarding facility policies, waste types and assessed fees; assess and collect fees according to schedule and established policies; follow County, state and federal safety laws, processes and procedures; follow written and oral directions; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.

Skill to:

Operate landfill scales and other weighing devices; operate personal computers, typewriter

~~and adding machines and general office equipment~~ with a high-degree of accuracy; deal affectively and efficiently with the public and others during the course of business; provide excellent customer service and resolve customer conflicts; establish and maintain cooperative working relationships with ~~fellow employees~~those contacted in the course of work.

TRAINING AND EXPERIENCE:

Equivalent to graduation from high school and one year of light clerical or general retail experience; landfill and hazardous waste screening experience desirable.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

PHYSICAL DEMANDS: Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, stoop, climb, balance, bend, kneel, crouch, squat, crawl, twist, and reach while performing duties; lift and/or move more than 50 pounds of weight; perform grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment, tools and specialized equipment. Must be able to use a telephone to communicate verbally and keyboard to communicate through written means to review information and enter/retrieve data, to see and reach characters on a computer screen. Requires the strength and stamina to perform operational duties such as on the sort line, scale house and on the landfill working face.

WORKING CONDITIONS: Work is performed indoors and in field environments, sometimes under adverse weather conditions including extreme heat or cold, and wetness. Adverse working conditions may include above average noise, traffic and machinery hazards, working in heights, exposure to fumes/dust, odor, and skin irritants, and standing for long periods of time. Worker operates hand and electrical tools. Will be required to work weekends and holidays. May be required to travel to various transfer stations throughout the County to perform maintenance duties or conduct inspections.

~~Mobility to work in a standard office environment; use standard office equipment; physical ability to frequently stand and walk; sit or otherwise remain stationary at work post for long periods of time; manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone. Work is performed both in an office and outdoors; exposure to chemicals and variations in temperature and humidity; ability to lift and carry items weighting up to 50 pounds; work is performed in an environment with constant noise; constant contact with staff and the public.~~

OTHER REQUIREMENTS:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in the documents and may be required to have specific job-related knowledge and skills.

Established: September, 2002
Revised: [June 2019](#)

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