

INTEGRATED WASTE MANAGEMENT GATEKEEPER

County of Calaveras

Range 7120 / (Non-Exempt)

Established: September 2002

Revised: June 25, 2019

DEFINITION:

Under direction, performs a wide variety of gatekeeping duties for the County Landfill Operation; to verify residency, check and weighs incoming commercial and residential vehicles; 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.

DISTINGUISHING CHARACTERISTICS:

The Integrated Waste Management Gatekeeper is a single classification that will provide initial point of contact for all customers at the 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. 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".

EXAMPLES OF DUTIES:

- Receives the public and collects disposal fees from the public; directs trucks and vehicle operators to the proper refuse unloading area.
- 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.
- 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.
- May setup and maintain files and bookkeeping records for operations as directed.
- Does light clerical including correspondence and reports.
- 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.
- Assists in custodial and facility maintenance as needed.
- Other hazardous waste related duties as assigned.

INTEGRATED WASTE MANAGEMENT GATEKEEPER

County of Calaveras

Range 7120 / (Non-Exempt)

Established: September 2002

Revised: June 25, 2019

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.

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.

Skill and 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.

EDUCATION, TRAINING AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

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

INTEGRATED WASTE MANAGEMENT GATEKEEPER

County of Calaveras

Range 7120 / (Non-Exempt)

Established: September 2002

Revised: June 25, 2019

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.

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 this document and may be required to have specific job-related knowledge and skills.