

INTEGRATED WASTE MANAGEMENT WORKER I/II

County of Calaveras

Range # 7150/7243 (Non-Exempt)

Established: June 25, 2019

DEFINITION

Under general supervision, performs responsible cashiering work at transfer stations in accordance with County cash management guidelines; estimates, collects and accounts for disposal fees; safeguards and accounts for receipts; directs traffic to appropriate waste disposal locations; inspects disposal loads for hazardous materials; inspects and collects latex paint and other minimally hazardous materials; prepares and participates in periodic load checking of incoming refuse and examines these loads for unacceptable materials; approves and rejects such loads depending on their content; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Integrated Waste Worker I is an entry-level classification in this series and is subject to close review and evaluation. This class differs from the Integrated Waste Worker II in that the latter are fully trained in the Scalehouse and flagging/spotting duties, work independently and may assist in training lower level staff. At County Transfer Stations and Annex, incumbent is responsible for measuring and weighing refuse delivered to the disposal site; computation of charges; collection and recording of fees; spot checking for hazardous materials and tires; traffic control; salvage control; and sorting recycled materials. At the County Material Recovery Facility (MRF), incumbent is responsible for salvage control; and sorting recycled materials.

The Integrated Waste Worker II is an experienced-level classification in this series. Incumbents are fully trained, work independently and may train lower level Integrated Waste Workers and staff. This class differs from the Integrated Waste Worker I in that the latter have their work subject to close review and evaluation during training. Incumbent is responsible for measuring and weighing refuse delivered to the disposal site; computation of charges; collection and recording of fees; spot checking for hazardous materials and tires; traffic control; salvage control; and enforcement of recycled materials ban.

EXAMPLES OF DUTIES:

Integrated Waste Management Worker I

- Meets and answers questions from the public; explains gate fees regulations to customers politely but firmly when necessary; conducts customer satisfaction surveys; investigates complaints and recommends corrective action. At County Transfer Stations and Annex, reconciles daily cash transactions, may prepare cash deposits, and verifies the accuracy of all account transactions; computes, records and verifies daily cash activity;
- May be called upon to operate the landfill scale and computer system, measures,

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weighs, and calculates volumes of refuse loads carried by commercial and private vehicles for disposal.

- May be required to record and maintain records of fee collection transactions.
- May be required to file daily reports regarding cash receipts, hazardous materials, tires, and other recyclable materials delivered to the landfill or transfer stations.
- Assists in maintaining landfill or transfer station grounds and landscaping by gathering and picking up trash, weeds, and debris; installing litter control fences; and positioning sprinklers for irrigation.
- Cleans and maintains MRF within the landfill and transfer areas, including but not limited to spillage of waste around the transfer bins and recycling bins. Opens and closes the entrance gates; activates and disarms the security system; obtains hardware items and other miscellaneous associated with disposal site activities, and performs light clean-up work;
- May refuse deliveries not accepted at the landfill or transfer stations.
- Directs traffic at multiple locations at the landfill or transfer stations including, but not limited to, the working face, public recycling center, and green waste area of the landfill or transfer stations in order to maintain safe working conditions.
- Drives and transports materials and/or goods throughout various locations at the landfill.
- Works in the MRF assisting the public in emptying loads of recyclable and non-recyclable materials.
- Sorts mixed load materials in the MRF and disposes recyclable and non-recyclable materials in appropriate bins.
- Segregates household hazardous waste for processing by the Household Hazardous Waste Technician or Specialist.

Integrated Waste Management Worker II (in addition to the above)

- May train lower level Integrated Waste Workers.
- Drives and transports materials and/or goods throughout various locations at the landfill.

MINIMUM QUALIFICATIONS

Knowledge of:

Integrated Waste Management Worker I

Tools, equipment and materials used in operation of the MRF and the facility in general; proper methods of lifting and performing other types of manual labor; safety precautions necessary to prevent injuries.

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Integrated Waste Management Worker II (in addition to above)

Operation and routine maintenance of equipment including loaders, trucks, rollers, tractors, compressors, compactors, grinder and related equipment tools, methods and materials used in maintenance of MRF and landfill operations; solid waste handling and disposal operations.

Skill and Ability to:

Integrated Waste Management Worker I

Learn and understand solid waste handling and disposal operations and procedures; Operate light and medium-sized trucks and wheel tractors; deal effectively with the public and others; learn to assess waste disposal loads; operate a computer system and truck scale; keep complete and accurate records; perform light cleanup work; work a flexible schedule; perform heavy manual labor for extended periods of time under all types of climatic conditions; add, subtract, multiply and divide with a high degree of accuracy and speed; keep accurate records of transactions; understand and carry out written and oral directions; work cooperatively with those contacted during the course of business; speak, read and write English; communicate with and assist members of the public and other facility users.

Integrated Waste Management Worker II (in addition to above)

Skillfully and safely operate light and moderately heavy power equipment; understand and carry out more complex oral and written instructions with limited direction; detect required mechanical repair work; read, write and communicate at the level required for successful job performance.

Training, Experience and Certifications:

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.

Integrated Waste Management Worker I

One (1) year of responsible experience in integrated waste operations, facility maintenance, or general construction work.

Integrated Waste Management Worker II

Two (2) years of landfill, recycling or equipment operation experience.

Special Requirements:

Possession of an appropriate California driver's license issued by the State Department of

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Motor Vehicles may be required.

Possession of health and safety certification appropriate for handling of household hazardous waste, such as Hazardous Waste Operations and Emergency Response (HAZWOPER) certification pursuant to 29 CFR 1910.120. This certification must be completed within the first six months of employment.

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.