

## BOONE COUNTY LANDFILL/RECYCLING TRANSFER STATION

Date Prepared: November 1, 2016

Prepared by: Lois Powers, Landfill Administrator/Recycling Coordinator

Approved by Board of Supervisors: November 23, 2016

**WORK SHIFT:** This is a regular full-time position. Normal office hours are Monday through Friday: 7:30 a.m. to 4:00 p.m. (8 hour work day and a ½ hour lunch).

### POSITION OBJECTIVES - ALL DUTIES:

1. Position is a full-time regular employee of Boone County. Position reports to the Landfill Administrator/Recycling Coordinator or his/her designee.
2. Performs other duties as required and/or assigned.
3. Must have a valid Iowa Driver's License.
4. Position is governed by the "Boone County Personnel Policies" adopted by the Boone County Board of Supervisors.
5. Comply with established employee safety protocols.

### POSITION DESCRIPTION

#### **TRANSFER STATION ASSISTANT/RECYCLING SYSTEM AND LANDFILL GROUNDSKEEPER**

#### **Nature of Transfer Station work:**

This is practical work involving the operations and maintenance of the Boone County Recycling Transfer Station facility.

Employee of this class is responsible for assisting in the operation of the Transfer Station facility in accordance with State and local requirements, the maintenance of all operational records, assisting in the practical work at the station and dealing with waste/recycling haulers. Work is performed under the supervision of the Landfill/Recycling Administrator/Director and the Transfer Station Manager.

**Duties and Responsibilities (not intended to be all inclusive)**

Assists daily routines of the Transfer Station

Monitor and maintain the transfer station tipping floor

Verify that users are residents or businesses of the Boone County Landfill per capita area.

Assists in the inspection of loads and prepares product (remove non recyclables before placement in trailer). May include some lifting.

Operates the Transfer Station equipment.

Directs citizens in the correct disposal of non recyclable items.

Follows all safety procedures required in the operation of the Transfer Station.

Performs routine maintenance on Transfer Station equipment.

Performs related work as required.

Assists in the acceptance of electronics for recycling.

Strive to continually improve good relations with the citizens of Boone County.

**REQUIREMENTS OF WORK:**

Ability to maintain Transfer Station in accordance with rules and regulations.

Grounds keeping duties at all County drop off locations and assists with grounds keeping needs at landfill (mowing, snow removal, garbage pickup, sweeping, repairs, etc.)

Knowledge of the operation and maintenance of mechanical equipment.

Knowledge of hazards and applicable safety rules and regulations in equipment operation.

Ability to operate equipment skillfully and safely.

Ability to detect need for mechanical servicing of equipment.

Ability to understand and carry out oral instructions and to work independently in the performance of routine duties.

Ability to establish and maintain level of professionalism and effective working relationships with the public and other County employees and to communicate well with others.

**TRAINING AND EXPERIENCE REQUIRED:**

High school graduate or greater.

Experience in driving large panel truck

Skills to direct and deal with the public with a customer is first attitude

Knowledge of applicable occupational safety, health, and regulatory requirements.

**OTHER CHARACTERISTICS**

Possess or have the ability to obtain a Class B Driver's license

**MINIMUM QUALIFICATIONS**

Valid driver's license

Computer skills to keep transfer station files and statistics in the absence of Manager.