

AUGUSTA WATER

Job Description

JOB TITLE:	Public Use Site Operator	DATE:	July 2024
DEPARTMENT:	Solid Waste Management	FLSA:	Non-Exempt
REPORTS TO:	Solid Waste Facility Manager	CATEGORY:	Essential

SUMMARY OF RESPONSIBILITIES

To meet and greet the public, direct the public to the proper waste disposal locations, and maintain the public use site.

ESSENTIAL JOB FUNCTIONS

1. Oversee and direct the public users of the public use site to the proper waste disposal locations for bag and bulk trash, oil, anti-freeze, appliances and scrap metal, tires, batteries, and recycling bins. Work with the public in screening waste as it is delivered.
2. Operate a roll off truck to load, tarp, haul open top dumpsters and compactor containers to the active landfill, dump and return.
3. Operate a rubber tire loader in a safe and professional manner. The rubber tire loader will be used to compact waste in open top dumpsters, collect and load tires into the tire trailer, load scrap metal into the scrap metal container, stack white goods so that freon may be removed, and load depolluted white goods into the white goods container. When needed fix gravel pot holes and smooth out gravel.
4. Maintain work areas and equipment in a clean and orderly manner. These daily activities include but are not limited to, sweeping and picking up litter from the entrance of the Landfill to the scale house, all areas of the Public Use Site as well as other parts of landfill property, keeping the lead acid batteries stacked on pallets, keeping A/C units and dehumidifiers organized and stacked, cleaning up any antifreeze or used oil spills, maintaining an ample supply of stay-dry absorbent and advise the Supervisor when stock is nearing depletion, ensuring all oil and antifreeze portable containers are emptied and disposed of in the compactor containers or open top dumpsters, emptying the trash cans around the yellow recycling bins and outside the office, cleaning up any trash around the recycling bins, patrolling the scrap metal / appliance disposal area for scavengers, and operating the gator in conjunction with a magnet to pick up metal, nails and screws on the roads and around the public use site.

5. Operate and maintain the trash compactors.
6. Proactively observe customer behavior to identify any potential suspicious activities or potential theft.
7. Approach and engage with individuals in a professional and non-confrontational manner.
8. Maintain accurate and timely records and reports.
9. Notify the contract hauler when an open top dumpster or compactor container needs to be pulled. To minimize the amount of pulls, the Public Use Site Operator shall ensure that each dumpster is full and pushed down with the loader before being loaded onto the haul truck.
10. Grease equipment, compactors and the open top dumpsters.
11. Observe all safety rules, regulations, and practices. Report any unsafe working conditions or maintenance needs to the Supervisor.
12. Promote all on-site recycling activities including the scrap metal collection, batteries, oil / antifreeze, the yellow recycling bins, and the cardboard open top.
13. Keep all walking areas used by the public clean of ice and snow and spread salt/ice melt in the winter months as needed. Maintain an ample supply of salt/ice melt and advise the Supervisor when stock is nearing depletion.
14. May mow, weed eat, operate a haul truck, water truck, bush hog, UTV, farm tractor, or load, mix, spray, and clean the hydro seeder as needed.
15. May perform other duties as assigned.

QUALIFICATIONS / BASIC JOB REQUIREMENTS

1. Must be physically able to perform heavy manual labor.
2. Experience operating heavy-duty trucks and heavy-duty equipment is highly preferred.
3. Ability to communicate, both verbally and written, and read in English to understand directions, procedures, and communicate to others.
4. Must have an understanding of basic mathematics, mechanical aptitude, use general hand tools, and operate a motor vehicle.
5. Ability to perform several tasks at the same time.
6. Must be able to work independently with a minimum of supervision.
7. Must exhibit a positive attitude to effectively deal with the public, visitors, agency officials, and co-workers.
8. Must be able to work well with others in a team environment.
9. Must possess a valid Virginia Driver's License and be able to operate a vehicle.

WORKING CONDITIONS

1. Regularly works in outside in all weather conditions.

2. Potential exposure to water, wastewater, solid waste (landfill trash), vapors, sharp / ragged materials, and used oil while performing duties. Continuous exposure to dust, fumes, noise, extreme heat/cold, uneven terrain, and exposure to heights and slopes.
3. Frequent walking and lifting up to 50 pounds without assistance, carrying up to 50 pounds without assistance, with occasional sitting, standing, pushing, pulling, twisting, climbing, stooping/bending, kneeling, crawling, reaching, grasping, repetitive movements, and driving a motor vehicle.
4. Required to work irregular schedules on an as needed basis, which includes overtime, weekends, and holidays. Subject to call-in for emergency assignments.
5. Must have a personal telephone or cell phone.

EMPLOYMENT CONDITIONS

1. Pre-employment drug test
2. Pre-employment criminal background check
3. Pre-employment driving record review
4. Annual driving record review
5. Subject to a random drug and/or alcohol test

SAFETY REGULATIONS AND HAZARDS

1. Must observe all safety rules and regulations, confined space requirements, lock out tag out, slip, trip & fall protection and wear protective equipment as required (e.g., uniforms, eye protection, hearing protection, hard hat, gloves, safety shoes, seat belts etc.).
2. Maintain equipment in safe working order.
3. Be aware of customer presence and vehicles.
4. Attends safety meetings

THIS JOB DESCRIPTION DOES NOT LIST ALL THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

APPROVALS:

EMPLOYEE or APPLICANT: _____

DATE: _____

SUPERVISOR: _____

DATE: _____