

THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2013 - 064

POSITION: CONVENIENCE CENTER ATTENDANT
DEPARTMENT: SOLID WASTE
STATUS: NON-EXEMPT
REPORTS TO: SOLID WASTE SUPERVISOR OR SUPERINTENDANT
SHIFT: REGULAR - 40 HOURS PER WEEK
SALARY: MINIMUM \$21,097 – MAXIMUM \$30,619

GENERAL DESCRIPTION:

Reporting to the Solid Waste Supervisor or Superintendent, this employee is responsible for directing and controlling traffic in and out of the Convenience Center. Work involves inspection of incoming loads to detect and prevent disposal of hazardous and special waste, including keeping records of all incoming waste. Other duties include custodial work at the gate building as well as minor maintenance of surrounding grounds. Employees in this position must be able to sustain periods of time with exposure to the elements and be willing to work irregular hours, weekends, and holidays as necessary.

TASKS AND RESPONSIBILITIES:

1. Inspection of incoming solid waste and directing drivers to proper disposal site.
2. Collecting trash, debris and mulching.
3. Receive appropriate amount of tipping fees for each load.
4. Must be able to handle monies and make correct change.
5. Maintain daily and weekly logs of incoming drivers and categories of waste.
6. Perform custodial work at the gate building and maintenance of grounds as directed, keeping the area clean of weeds and debris.
7. Answer telephone at gate building. Must be familiar with solid waste regulations and able to relay correct information to the public.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

1. High school diploma or GED desired.
2. Current NM DL required.
3. Must be at least 18 years of age.
4. Previous experience desired but not required.
5. Ability to lift and move heavy, bulky items.
6. Ability to climb steps and ladders to inspect loads.
7. Handwriting must be legible.
8. Bilingual preferred, but not required.
9. Must obtain Transfer Station Certification within 18 months of employment.

Notes on Physical Requirements:

Job requires climbing ladders, which requires balance and lifting objects in the back of trucks and trailers to inspect load—usually not more than 25 pounds. Also requires ability to climb, step in and out of gate building and walk to and from building to vehicles bringing in waste.

WORK SCHEDULE:

The regular work week is 40 hours, Monday - Thursday, 8:00 a.m. to 5:00 p.m., with one hour off for lunch; Saturday and Sunday 1:00 p.m. to 5:00 p.m. Additional time may be required to work after regular hours, on weekends, and holidays.

DEADLINE TO SUBMIT APPLICATION: Position to remain open until filled. Review 5:00 pm, January 3rd, 2014.

EOE