

**THE CITY OF PORTALES, NEW MEXICO**

**POSITION POSTING #2021-043**

**POSITION: EQUIPMENT OPERATOR I**  
**DEPARTMENT: SOLID WASTE**  
**STATUS: NON-EXEMPT – G02, S6**  
**REPORTS TO: SOLID WASTE SUPERVISOR OR SUPERINTENDANT**  
**SHIFT: REGULAR - 40 HOURS PER WEEK**  
**SALARY: \$15.024 HOURLY / \$31,249.92 ANNUALLY**

***\*\*This is a safety sensitive position, subject to random drug and alcohol testing.***

**GENERAL DESCRIPTION:**

Reporting to the Solid Waste Supervisor or Superintendent, the nature of this job consists mainly of the safe and effective operation of large gasoline or diesel-powered trucks equipped with compaction units, special hydraulic lifting boom, Roll-off truck or related mechanical systems designed for the collection, loading and unloading of trash debris or refuse. Included in this responsibility is transporting refuse to the landfill and routine maintenance of equipment. This position has a possibility of promotion to other positions with similar duties and responsibilities, depending on openings within the organization. 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:**

Although the following are typical of the tasks and responsibilities routinely performed, additional tasks and/or responsibilities requiring comparable or lesser skills, knowledge, or dexterity may be assigned.

1. Safe and efficient operation of city vehicles and equipment in strict compliance with all traffic regulations.
2. Collect garbage in dumpsters, using side loading truck. Must operate controls for mechanized lifting, collecting, loading, compacting and unloading of trash and rubbish.
3. Collect trash and debris around dumpsters, using grapple truck.
4. Transport solid waste to the landfill.
5. Responsible for maintenance of assigned vehicles and equipment, such as changing oil and filters, greasing, and washing of equipment.
6. Ability to read and understand operating instructions, equipment manuals, and related written material.
7. Maintain log books and report malfunctions of equipment and vehicles.
8. Ability to pick up discarded tree limbs, furniture (household goods), bulky items, etc.
9. Employees are responsible for the timeliness and efficiency of collections.
10. Must follow instructions, procedures and City safety rules and regulations.
11. Ability to establish and maintain effective working relationships with fellow employees and the general public.
12. Employee must perform all duties with minimal supervision.

**KNOWLEDGE, EXPERIENCE, AND SKILLS:**

1. Knowledge of the proper operation of large automotive equipment.
2. Ability to perform minor welding to repair dumpsters.
3. High school diploma or GED desired.
4. Must possess and maintain a valid New Mexico Commercial driver's license (CDL), Class B minimum with a satisfactory driving record.
5. Experience in operation and servicing of public works construction equipment preferred.

6. Ability to lift and move heavy, bulky items.
7. Must be at least 18 years of age.

**CDL LICENSING PREQUALIFICATION INFORMATION:**

A driver applicant for a CDL Permit, a first-time Commercial License or a Commercial License renewal must have the following documentation:

1. State birth certificate or current US passport or other proof of lawful presence in the US.
2. Social Security Card.
3. DOT Medical Certification – stored electronically by MVD or hard-copy.
4. Two verifiable proofs of physical residency in New Mexico.
5. A valid New Mexico driver's/CDL license.

**Notes on Physical Requirements:**

Must maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities which may include sitting, standing, or walking for extended periods of time, driving or riding in vehicles, occasional pushing, pulling, and lifting. Job requires lifting throughout the working day—usually not more than 100 pounds. Sometimes requires climbing into garbage truck tank to shovel out trash. Operation of some equipment requires sustained periods of repetitive motion. Must be able to climb onto and off of, and crawl about heavy equipment, as needed. Must be able to bend at waist and twist/rotate as necessary. Must be able to work with arms bent or extended for up to one third of the work day. Must be able to push and pull with arms as needed. Must be able to use feet and legs in the operation of vehicles and equipment. Must be able to use hands and fingers to grasp/manipulate equipment and materials needed to perform essential duties. Must be able to coordinate use of hands, eyes, and fingers in using hand tools and machines and in the operation of equipment.

**WORK ENVIRONMENT:**

1. Ability to work both inside and outside, primarily outdoors dealing with waste material removal.
2. Ability to work in all types of weather, extreme cold temperatures, extreme heat temperatures and extreme wet/humid temperatures.
3. Ability to work with intermittent noise levels. Noise levels may be moderate to loud in work environment.
4. Ability to work with fumes, dust, unpleasant odors and poor ventilation.
5. Ability to work in multiple surfaces; even, flat/hard, inclined/ramps, uneven, stairs, dry, wet, and natural ground.
6. Worker is exposed to vibration factors.

**WORK SCHEDULE:**

The regular work week is 40 hours, Monday - Friday, 7:00 a.m. to 3:00 p.m. Additional time may be required to work after regular hours, on weekends, and holidays.

**TRAVEL REQUIREMENTS:**

1. Limited travel for meetings and training may be required.
2. Overnight travel may be required.

**PRE-EMPLOYMENT REQUIREMENTS:**

1. Must pass a background investigation including work history, criminal records, driving records and other records deemed necessary.
2. Must pass a post-offer pre-employment drug screen administered by a City-designated facility.

**CONDITIONS OF CONTINUED EMPLOYMENT:**

1. Candidates must have and maintain a satisfactory driving record and insurability in accordance with the City's insurance carrier.
2. Employees must maintain a source of communication for off duty work related communications.
3. Random drug and alcohol testing is a condition of employment and will be tested under the authority of the FMCSA.

**DEADLINE TO SUBMIT REQUIRED APPLICATION:** Position to remain open until filled, review bi-weekly starting Friday, October 22, 2021. Applicant must submit required application to Human Resources at City Hall, 100 W. First Street, Portales, N.M. 88130 or online at [www.portalesnm.gov](http://www.portalesnm.gov).

The City of Portales is an Equal Opportunity Employer and Drug Free Workplace.

I have received the job description posting and I am capable of performing the essential functions for the position.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_