



Job Title:	<b>Landfill Spotter/Heavy Equipment Operator</b>	Job Requisition#:	<b>2K18-8-59</b>
Department:	<b>Public Works</b>	Status:	<b>Classified</b>
Revised Date:	<b>8/27/2018</b>	Job Code:	<b>5275</b>
Union Code:	<b>Non-represented</b>	Handles Confidential Info:	<b>No</b>
First Day to Apply:	<b>08/10/2018</b>	FLSA:	<b>Non Exempt</b>
Last Day to Apply:	<b>Until Filled</b>	Entry Wage:	<b>DOE \$15.34-\$17.27/Hourly</b>
Work Schedule:	<b>Varied Days and Hours</b>		
Number of Vacancies:	<b>2</b>		

**GENERAL PURPOSE:** Under general supervision, operates heavy equipment in refuse disposal at the landfill, including rough excavation, spreading compaction, covering and finishing to prescribed grade; inspects and maintains equipment and ensures a safe environment for customers and employees; watches for potential hazards for employees and customers; directs customers to proper dumping area and informs them of where they can safely dispose of their waste; ensures that improper or unregulated materials are not disposed of; and performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

- High School Diploma/GED Certification and one year of experience in excavation, hauling and loading to include operation and preventative maintenance of heavy equipment. Experience working in a solid waste environment highly desirable.

##### **Required Licenses or Certifications:**

- Valid New Mexico Driver's License; and New Mexico Commercial Driver's License (CDL) license; Class A preferred.

##### **Additional Requirements:**

- **Must provide and maintain a current New Mexico CDL medical card.**
- **This position is subject to random alcohol and drug testing in accordance with Department of Transportation (DOT) and Federal Motor Carrier Safety Act (FMCSA) regulations**

#### **SUPERVISION RECEIVED AND EXERCISED:**

Position reports to the Solid Waste Supervisor and does not exercise supervision over lower level staff.

**ESSENTIAL JOB FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

##### **In area of assignment:**

- Conducts pre-operation inspections of landfill, composting and recycling equipment; fuels and greases equipment when needed; and identifies equipment problems and reports problems to supervisor to schedule repairs.
- Operates heavy landfill equipment such as scrapers, dozers, landfill compactors, tandem, rolloff, end dump truck and tractor trailer, water wagon, graders and other related equipment to excavate, load and haul dirt fill; spread and compact the debris and dead animals; placing dirt fill over trash and further compacting until desired ground level is obtained.
- Operates shredder, chipper, mulching equipment, loader, water wagon/truck and roll off truck to assist in the processing of material at the composting facility.
- Compiles daily equipment logs and reports as required;
- Identifies fill areas to be used for dumping solid waste; watches for hazardous materials; spots customers that come in to dumping area and helps pull or push machines or customers that may get stuck.

## **JOB DESCRIPTION**

### **Landfill Spotter/Heavy Equipment Operator**

- Parks vehicles at transfer station and on dumping area; conducts customer trash inspections and fills out appropriate inspection sheets; ensures that there are no hazardous materials entering the landfill.
- Exercises appropriate precautions by visually identifying hazardous waste symbols and other safety related issues.
- Picks up litter along the fence line and other roadways; picks up recycling materials at various county recycling centers and transports to drop off center; and drives truck to out of town transfer stations to pick up roll off bins full of trash.
- Works cashier/window directing traffic to designated dumping areas; accepts money and issues receipts to customers.
- Performs related duties as assigned.

#### **Required Knowledge of:**

- Sanitary landfill, composting and recycling operations.
- Safety principles and precautions applicable to landfill, composting and recycling equipment operations.
- The capabilities and limitations of landfill, composting and recycling equipment, operating methods, and preventive maintenance.
- Traffic regulations concerning movement of heavy equipment.
- Methods, materials, equipment, and operation of solid waste functions.
- Customer service principles and practices.
- Federal, state, county laws and local health and environmental codes, rules, and regulations relating to solid waste operations and hazardous waste issue.
- Basic mathematical principles and practices.
- Effective communication principles and practices including oral and written communication.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing and spreadsheets sufficient to perform assignments.
- English usage, spelling, grammar, and punctuation.

#### **Required Skill in:**

- Operating a variety of heavy equipment used in a landfill/composting/recycling environment.
- Reading and following instructions and manuals for equipment repair and maintenance.
- Maintaining and conducting basic maintenance of vehicles and equipment.
- Maintaining required logs, records and reports.
- Using basic mathematical functions or calculator; and counting money and making correct change.
- Providing timely and courteous customer service.
- Working cooperatively with County employees, outside vendors, and the public.
- Communicating effectively verbally and in writing.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Interpreting policies and procedures sufficient to discuss and explain them.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard public works/solid waste facility and is generally performed in an outdoor environment.
- Occasionally is required to lift or carry items weighing up to 30 pounds; and regularly is exposed to large or working machinery, extreme weather conditions, potential physical harm, infectious disease, and hazardous chemicals when working outdoors in and around heavy equipment, vehicles and tools at a landfill environment.

**JOB DESCRIPTION**  
**Landfill Spotter/Heavy Equipment Operator**

I \_\_\_\_\_(Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**