

CEDAR COUNTY
JOB DESCRIPTION

Position: Solid Waste Operator

FLSA: Non-Exempt

Department: Solid Waste – Transfer Station

Reports to: Solid Waste Director

Date: April 15, 2022

Pay Band: 12

SOLID WASTE OPERATOR
JOB DESCRIPTION

GENERAL DESCRIPTION

Under supervision, an employee of this classification performs semi- skilled, skilled, and manual labor including operation of semi-tractor trucks and trailers, end loaders, and some construction equipment.

CLASS AND GRADE

The solid waste operator position may either be a permanent part time, permanent full time, or temporary part time position. The solid waste operator is an employee of the Cedar County Solid Waste Commission and answers to the appointed county solid waste manager. The pay rate is on an hourly basis and compensation is set by the Solid Waste Commission. The employee is subject to the terms of the current Cedar County Solid Waste Commission Employee Handbook.

DISTINGUISHING CHARACTERISTICS OF GRADE

A solid waste operator is expected to work independently or as part of a team of solid waste commission employees. The solid waste operator's duties include: assisting customers of the commission in unloading refuse or recyclables within the transfer station or at stations on the transfer station grounds, operating the commission's end loader to move or load refuse or recyclables into appropriate storage areas or into the commission waste hauling trailer, driving the county truck and trailer to the landfill under contract to the commission, making out receipts for charge and cash customers of the station, assisting in operations at the closed county landfill, and other duties as directed by the commission or the solid waste manager.

ESSENTIAL JOB FUNCTIONS

Cedar County's Solid Waste Commission has limited employees and employees are expected to be versatile. An employee's assignment will not vary on a daily basis but may be outside the normal transfer station operations as needed.

The following functions are considered essential to the performance of the job of Solid waste operator:

1. Commercial Driver's License: Employee shall have and maintain an Iowa class A commercial driver's license as a part of the individual's duties and as a requirement of his or her employment. New employees must obtain a CDL within one (1) week. The employee must maintain this license as it is a requirement for the majority of all functions performed

by a Cedar County Solid Waste Commission Road Employee. The employee must be able to pass a DOT physical to allow operating the transfer station vehicle out of state.

2. **Driving:** The employee must be able to drive a stick/straight shift vehicle with or without four wheel drive and other mechanical devices in a safe and efficient manner. The employee must be able to operate hydraulic controls to operate the walking floor trailer to offload materials contained within the truck. Driving duties constitute a major portion of the employee's duties.
3. **Ability to use assorted hand tools:** Employee must be able to use assorted hand tools including, but not limited to shovels, posthole diggers, hammers, wrenches, chain saws, jacks, and other power and hand tools used in the performance of work or be able to accomplish work with reasonable accommodation. Duties include cutting brush, servicing equipment, cutting up construction materials and other refuse with a chain saw to allow loading into the trailer.
4. **Requisition of tools and materials:** The employee must be able to place tools, equipment, signs, sign posts, culverts, plank, and other equipment and materials in proper storage areas and/or obtain these items as needed to conduct assigned tasks. Employees must be able to obtain necessary tools and materials needed for them to perform their work. Tools will be obtained at the county shop, at the transfer stations, or commission vendors, taken out to the job and used in the course of their work, and returned to their proper location at the shop or at the transfer station. Employees may also be required to obtain tools and materials for delivery to, and installation or use at, a worksite which may or may not be the transfer station. These materials may include culverts, wood plank, sheet piling, and other materials that may require hand work to load and install on the job.
5. **Ability to work in temperature extremes:** Employees must be able to work and operate equipment in all seasons and climatic conditions. Employees will be required to work in all conditions from hot, humid summer days to cold winter days with severe wind chill factors.
6. **Ability to climb stairs, ladders, scaffolding, equipment access ladders, and steep banks:** Employees will be working in areas of the transfer station and landfill that will require the employee to have the ability to climb steep slopes and/or ladders and stairs. Employee will have to be able to demonstrate the ability to enter and exit the truck, transfer station loader, or other piece of equipment assigned to the individual as this is a requirement of the job. The employee must be able to enter and exit the vehicle unassisted by other employees either with or without reasonable accommodation.
7. **Ability to pull, push, lift, and/or carry loads of up to 100 pound unassisted:** Employees must on occasion install tire chains unassisted if road conditions change during haul operations during winter driving conditions. Employees may also be required to assist transfer station customers in unloading private vehicles dropping off materials at the transfer station. Duties also require carrying of other types of loads and tools necessary to complete the employees tasks.

NOTE: Management has the right to add or change duties at any time. The duties listed above and below are not inclusive of all tasks that employees of this classification may be required to perform.

MARGINAL JOB FUNCTIONS

Solid waste operators may be assigned one or more of the following tasks on an as needed basis:

1. Servicing of equipment: Maintenance employees are expected to service or assist in servicing their own equipment including hand and mechanical tools and vehicles operated by the employee. Equipment servicing includes, but is not limited to oil changes and lubrication, replacement of hydraulic fluids or hoses or other parts of truck and construction equipment mechanical systems, replacing tires, cleaning and dashing of vehicles, installation of new handles on hand tools, sharpening replacing chains on chain saws.
2. Station or yard cleanup: Solid Waste Operators may be required to work on cleanup and maintenance of shop buildings and facilities including painting of buildings and fixtures, cleanout of storm sewer manholes, cleanout of floor drains and traps, mowing lawn areas and trimming around fixtures, minor carpentry work, and other duties as assigned.
3. Operation of Tractors and Construction Equipment: Employees should have the ability to operate construction equipment including, but not limited to bulldozers, endloaders, excavators, motor graders, and cranes. Employees may also operate tractors equipped with flail, sickle, or rotary mowers to cut grass, trees, and brush on county landfill and transfer station property.
4. Other duties as assigned by supervisory personnel.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the knowledge, skills, and abilities, or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

1. Ability to read English language sufficiently to be able to read information contained in work orders, solid waste permit information, material safety data sheets, written directions, equipment operation manuals, and maps to be able to understand and accurately perform tasks assigned to the employee.
2. Sufficient English language writing skills to complete assorted paperwork such as completing charge and cash tickets, filling out time sheets, and participating in county safety training testing programs.
3. Basic mathematical skills including addition and subtraction, necessary to correctly charge customers for material dropped off at the transfer station, add cash and charge receipts, fill out bank deposit tickets, count and sort supplies, complete time sheets, etc.
4. Basic mechanical aptitude for work with hand tools and minor equipment service.
5. Ability to grasp, lift, and/or carry items weighing up to of 100 pounds (up to 200 lb. assisted by another employee).
6. Ability to perform work in confined spaces including manholes, culverts, and other areas with space restrictions.
7. Ability to perform tasks requiring bending, stooping, kneeling, and walking significant

distances to reach work sites that cannot be driven to directly.

8. Ability to stand, walk, and/or sit and continuously perform essential job functions for an 8 hour shift, with two fifteen minute breaks and a one half-hour meal break. Employee should be aware that overtime work in excess of 8 hours may be required.
9. Ability to learn and perform all essential job functions accurately and safely with minimal direct supervision within 6 months of the beginning of employment with Cedar County.
10. Visual ability, corrected, to observe and detect dangerous obstacles, other vehicles, and pedestrians while driving county vehicles and read written standard forms and work orders.
11. Adequate eye, hand, and foot coordination to safely perform the essential functions of this job classification.
12. Ability to obtain and maintain a state class A commercial driver's license. Employee must maintain insurability standards as set by the Commission's insurance carrier.
13. Ability to perform duties within extreme temperature ranges.
14. Ability to understand and follow complex verbal and written instructions written or spoken in English.
15. Ability to communicate adequately with members of the general public. Public relations is a major part of the commission employee's day to day function. As a representative of the Cedar County Solid Waste Commission, an employee must present the ability to speak and respectfully deal with county residents.

SUPERVISION REQUIREMENTS

Employees of this classification have may have minor responsibilities for supervision of other less experienced employees as assigned by the Solid Waste Manager or the Solid Waste Commission.

QUALIFICATION STANDARDS

1. Completion of any combination of education and experience equivalent to graduation from high school or any other combination of education, training, or experience that provides the required knowledge, skills, and abilities. High school diploma preferred.
2. Valid state driver's license, CDL preferred. Employee must also meet county insurance requirements and be able to maintain insurability
3. Ability to earn and maintain any state solid waste operator certifications as required by the Iowa Department of Natural Resources now or in the future within the first six (6) months of the beginning of employment or the promulgation of such requirements.

