

CITY OF UNALASKA

Position Description

Job Class: Non-Exempt	Job Title: Solid Waste Operator II
Supervisor: Solid Waste Operations Supervisor	Department: Public Utilities
Wage Grade: 6	Full Time/Part Time: Full Time
Probationary Period: 6 Months	Union: IUOE Local 302
DEPARTMENT REVIEW	
Submitted By: Bob Miner	
Director Review/Date: <i>DMR</i>	<i>12-27-02</i>
HR Manager Approval: <i>Kim Hughes</i>	Date: <i>12.30.02</i>

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

When was the last time this position description was updated? Date: **12-2002**

What is the overall purpose and objective of this position (why does this position exist)? **Maintain and operate baler facility and landfill.**

Explain the level of supervision received: **Receives moderate supervision from the Solid Waste Operations Supervisor.**

Explain the level of supervision this position exercises: **None**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

1. **Maintain and operate baler facility equipment.**
2. **Separate wood, metal, nets, line, etc. from waste stream.**
3. **Separate, prepare, and load recyclable materials.**
4. **Separate and store or return hazardous materials from waste stream.**
5. **Clean, maintain, and repair baler facility equipment.**
6. **Install and maintain facility and landfill signs.**
7. **Maintain baler facility and landfill.**
8. **Transport, stack, and cover bales from facility to lined cells.**
9. **Operate scale and computer to produce customer tickets.**
10. **Perform other duties and tasks as assigned by operations supervisor.**

Does this position have access to confidential information? Yes X No If yes, please provide detail. **Access to confidential information through routine sorting of trash disposed of by citizens and businesses.**

Does this position have access to or handle City funds? Yes X No If yes, please provide detail. **Indirect access to City funds through use of LPO's and MRO's.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes X No If yes, please explain. **Must be able to understand verbal instructions to accomplish the job safely and to communicate with City of Unalaska staff and members of the public. Must be able to read and understand drawings and illustrations.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- **High school diploma or GED equivalent.**
- **Valid Alaska CDL class "A".**
- **Must have ability to obtain an "X" endorsement within 60 days of hire.**
- **Two years of experience relating to landfill or solid waste facility operation, construction, repair and maintenance.**

- Two years of experience relating to the operation of heavy equipment.
- Ability to learn and use landfill software.
- Thorough knowledge of machinery, equipment, facilities, materials, methods and procedures used in solid waste disposal systems; and the occupational hazards and safety precautions applicable to the work.
- General knowledge of federal, State of Alaska and City of Unalaska rules, regulations and policies regarding solid waste system operations.
- Ability to read and interpret construction plans and specifications.
- Ability to develop and maintain operational records and write reports as required.
- Ability to communicate effectively, verbally and in writing; and establish and maintain effective working relationships with employees, other departments and the public.
- Must demonstrate and maintain confidentiality and security.
- Ability to diagnose equipment malfunctions and take necessary corrective action.
- Other combinations of education and experience that provide the knowledge, skills, and abilities will be evaluated on an individual basis.

What are the preferred qualifications for this position?

- Two years experience in utility construction and maintenance of equipment.
- Two years experience in heavy equipment mechanics, hydraulics or related fields.

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

Skill in the operation and care of hand and power tools. Working knowledge of computers in a windows environment. Knowledge of machinery and equipment.

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position which make these factors important:

Must be able to solve routine problems and deal with a variety of situations at the baler facility and landfill, communicate problems to other workers and supervisors and work with others to accomplish assigned jobs. Must be able to manipulate tools, objects and equipment controls.

The first part of the report deals with the general situation of the country and the position of the various groups. It is followed by a detailed description of the various groups and their activities. The report concludes with a summary of the findings and a list of recommendations.

CONCLUSIONS

The report shows that the situation in the country is very serious. The various groups are engaged in a struggle for power and influence. The government is unable to control the situation and is being forced to take measures to maintain order. It is recommended that the government should take the following steps: 1. To strengthen the central government and to bring the various groups under its control. 2. To improve the economy and to create jobs for the unemployed. 3. To improve the education system and to provide training for the youth. 4. To improve the health services and to provide medical aid to the poor. 5. To improve the social services and to provide housing for the homeless. 6. To improve the law and order and to provide a fair trial for all. 7. To improve the relations with the neighboring countries and to establish friendly relations with all. 8. To improve the international relations and to participate in the international organizations. 9. To improve the cultural and sports activities and to provide facilities for the youth. 10. To improve the environment and to protect the natural resources. 11. To improve the infrastructure and to provide facilities for the transport and communication. 12. To improve the public services and to provide facilities for the citizens. 13. To improve the social justice and to provide facilities for the poor. 14. To improve the human rights and to provide facilities for the oppressed. 15. To improve the democratic process and to provide facilities for the citizens. 16. To improve the political system and to provide facilities for the citizens. 17. To improve the judicial system and to provide facilities for the citizens. 18. To improve the executive system and to provide facilities for the citizens. 19. To improve the legislative system and to provide facilities for the citizens. 20. To improve the administrative system and to provide facilities for the citizens. 21. To improve the financial system and to provide facilities for the citizens. 22. To improve the monetary system and to provide facilities for the citizens. 23. To improve the banking system and to provide facilities for the citizens. 24. To improve the insurance system and to provide facilities for the citizens. 25. To improve the pension system and to provide facilities for the citizens. 26. To improve the social security system and to provide facilities for the citizens. 27. To improve the health insurance system and to provide facilities for the citizens. 28. To improve the education insurance system and to provide facilities for the citizens. 29. To improve the unemployment insurance system and to provide facilities for the citizens. 30. To improve the disability insurance system and to provide facilities for the citizens. 31. To improve the old age insurance system and to provide facilities for the citizens. 32. 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Sitting	40	% of time	Washing down machinery and equipment.
b. Lifting	100	lbs.	Separating recyclable items, pulling hoses, moving supplies and material.
Carrying	100	lbs.	Operating tools and equipment.
Pushing	100	lbs.	
Pulling	100	lbs.	
2. Climbing	X		Climbing onto equipment.
Balancing	X		
3. Reaching	X		Making repairs, installing parts, signs, hauling supplies and operating hand and power tools.
Handling	X		
4. Stooping	X		Making repairs, installing parts, signs, hauling supplies and operating hand and power tools. Washing down equipment and baler facility.
Kneeling	X		
Crouching	X		
Crawling	X		
5. Speaking	X		Understanding instructions and communicating problems.
Hearing	X		
6. Seeing	X		Operating equipment, job site safety, color coded wiring.
Depth Perception	X		
Color Vision	X		

HISTORY SUMMARY

12-2002 Included probationary period on page 1. Removed percentages from Job duties on page 2. Included current drug testing language. Removed 24 hour on call language and included Occasional emergency or non-traditional work hours language. Included "Notice" language. Removed "Department Head" approval and replaced with "Director" approval. Included "Selection Guidelines". Included confidentiality language.