

Town of Washington

Landfill Attendant Job Description

JOB SUMMARY:

At the direction of the Director of Public Works, the employee will be responsible to provide general labor maintenance skills for projects and operations of the Town of Washington Landfill (Island Exchange). The employee will be responsible for ensuring compliance with the Town of Washington "Pay as you throw" waste disposal policy, that proper materials, tools, and equipment are utilized, and work completed in accordance with safety regulations.

JOB RESPONSIBILITIES:

Typical responsibilities include, but are not necessarily limited to the following:

- 1) Performs general labor functions associated with maintenance and operations of the landfill which include opening and closing the landfill as directed by the towns operating schedule, directing vehicles to the correct dumping locations, ensure proper handling and disposal of trash and recyclables, conducts load inspections to assure the landfill is not receiving hazardous or toxic or other restricted waste products, checks all waste to determine recycling or refuse confirmation, ensures compliance with the "Pay as you throw" waste disposal policies provided by the town, determines appropriate fees for waste disposal in according to the town fee schedule, collects waste disposal fees according to the schedule, assists disabled and frail patrons with unloading of refuse, monitors overall safety of the public at the landfill site, ensures building interior and landfill grounds are kept clean and the prevention of blowing material, operating compactors as needed, scheduling box changes as required, ensure proper disposal of electronics and collection of fees, operate backhoe, loader, and other machinery as needed, maintaining equipment used in landfill operations, and have the ability to communicate and explain the towns waste disposal policy for customer inquiries.
- 2) Follow all safety rules and regulations of the department and assure these rules are followed by all department personnel.
- 3) Maintain familiarity with emergency response protocol in the event of an emergency.
- 4) Required to interact politely and effectively with the public.
- 5) Performs maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, including inspecting equipment, checking and replacing fluids, greasing equipment and cleaning equipment and work areas, monitors equipment operations to maintain efficiency and safety, reporting faulty equipment to the Director of Public Works.
- 6) Utilizes sound judgement, industry practices, and safety equipment to ensure a safe work environment for all employees and other individuals.
- 7) Communicate clearly and concisely, both orally and in writing.
- 8) Perform other duties as assigned.

QUALIFICATIONS:

The Employee will have:

- 1) Knowledge of landfill operating rules and regulations.
- 2) Knowledge of safety principles and practices.
- 3) Knowledge of the tools, materials, methods, and procedures used in landfill operations.
- 4) Effective communication and public relations skills.
- 5) Ability to follow oral and written instructions.
- 6) Ability to perform manual tasks that require lifting and carrying of objects more than fifty (50) pounds.
- 7) Ability to perform manual labor work for extended periods under adverse environmental conditions.
- 8) Ability to work alone or in a team.
- 9) Ability to multitask
- 10) Ability to use math, analytical, and problem-solving skills
- 11) Skill in the safe and efficient operation of motorized equipment use in landfill operation.

REQUIREMENTS:

The Employee will be required to have:

- 1) Reached the age of eighteen (18) years of age.
- 2) High School diploma or equivalent required.
- 3) Minimum one (1) to two (2) years' previous work experience. A combination of education, training and experience that proves requisite knowledge, skills and abilities for this position may be substituted.
- 4) A valid driver's license.
- 5) Must obtain and wear steel or composite closed toe work boots.
- 6) Must establish permanent residence on Washington Island within six (6) months after date of employment (full time employees only).
- 7) Applicants are subject to a pre-employment record check, physical and drug screening.

WORKING CONDITIONS:

The Employee acknowledges the following working conditions:

- 1) Be subject to working in inclement outdoor weather conditions.
- 2) Work schedule will include weekends and holidays
- 3) Be able to traverse uneven ground.
- 4) Physical conditions require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; and operating motorized vehicles.
- 5) May be exposed to intermittent noise, dust, dirt, odors, solvents, heights, and confined spaces.