LANDFILL ATTENDANT / LIGHT EQUIPMENT OPERATOR

FLAS STATUS: Non-Exempt

NATURE OF WORK
This is manual and clerical work in the operation of landfill scales, data entry, arithmetical computations, handling of money, and preparation of reports. The employee in this position will also have some part-time duties requiring the operation of motorized equipment for the compost sights. Work is performed under the general supervision of the Landfill Foreman.

ESSENTIAL FUNCTIONS OF WORK  (May not include all of the duties performed.)

Operates scales to weigh incoming and outgoing vehicles.
Calculates appropriate charges for customers.
Enters all necessary data and maintains accurate records.
Receives and processes customer payments; answers questions regarding payments.
Balances cash receipts; receives and disburse money according to established procedures; records transactions; and reconciles transaction and cash ticket errors. Prepares various daily reports.
Responds to customer inquiries and provides information related to proper procedures of landfill operations.
Cleans and maintains landfill facilities as assigned.
Operates a variety of light motorized equipment and vehicles including various trucks, front-end loaders, riding mowers, small tractors and other related vehicles and equipment.
Operates medium-sized equipment including backhoe, sweepers, small dozer, full-size tractors and other related equipment.
Operates a variety of hand and power tools as part of construction or maintenance work assignments.
Performs ground work and cleans sidewalks and parking areas by using various hand tools and equipment such as power mowers and snow thrower.
Performs minor repairs and preventive maintenance on equipment.
Performs other duties as assigned

REQUIREMENTS OF WORK

Ability to operate a calculator, computer and other office equipment accurately and efficiently.
Ability to perform clerical work of standard difficult, with some knowledge of office practices, methods and procedures.
Ability to write legibly and follow oral and written instructions in a safe and efficient manner.
Ability to maintain landfill records and to prepare accurate reports.
Ability to establish effective working relationships with co-workers and the general public.
LANDFILL ATTENDANT / LIGHT EQUIPMENT OPERATOR (continued)

Working knowledge of light motorized equipment and vehicle.

Working knowledge of safety standards and practices associated with the operation of power tools, motorized equipment and vehicles.

Ability to read and accurately interpret city maps and boundaries.

Ability to perform routine repairs and maintenance on various tools and equipment.

Ability to perform manual labor, including bending, stopping, reaching and lifting heavy objects.

Ability to use peripheral vision to avoid hazards while operating equipment.

Ability to visually detect power lines, fire hydrants, utility services, water meters, etc. while operating equipment.

Physical endurance sufficient to perform tasks under extreme weather conditions.

Must be willing to work after hours on other non-emergency related tasks associated with the specific department assigned to.”

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and one year of general clerical experience including handling of cash and customer service and experience in the operation of maintenance and construction equipment; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota commercial driver's license is highly preferred, with appropriate endorsements for equipment used. Applicants without the appropriate current commercial license will be reviewed based on previous work experience and education. Ability to obtain a valid North Dakota commercial driver’s license and proper endorsements within six months of employment is required.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift or move items up to 25 pounds and occasionally lift or move items up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is exposed to a variety of extreme weather conditions at construction job sites. The noise level in the work environment and job sites can be loud.