



## Station Attendant/Laborer Position Specification



Classification: Regular Part-Time (\_\_\_ hrs/wk) or Regular Full-Time      Department: Collections or Landfill

FLSA Status: Non-Exempt      Reports To: Field Operations Supervisor or Landfill Supervisor

### Position Summary:

Estancia Valley Solid Waste Authority (EVSWA) operates collection stations for solid waste disposal and recycling dropoff for use by residential property owners in the unincorporated areas of Tarrant County. EVSWA also operates the Estancia Valley Regional Landfill (EVRL). A Station Attendant/Laborer may be assigned to a collection station or the EVRL as needed. When assigned to a collection station, a Station Attendant/Laborer must perform all tasks needed for the safe and lawful operation of the station including associated facilities and equipment. When assigned to the EVRL, a Station Attendant/Laborer must perform tasks as assigned or needed for the safe and lawful operation of the landfill including associated facilities and equipment.

### Minimum Qualifications Required

- High School Diploma or GED
- Valid New Mexico drivers license with no serious violations in the past three years or more than one DUI ever. A serious violation is a DUI or any violation resulting in imprisonment, suspension/revocation of license or a fine of \$100 or more.
- Good Mechanical skills
- Ability to communicate effectively in English - spoken and written
- Computer skills
- Ability to perform arithmetic computations to accurately complete all required forms and reports.
- Ability to perform all essential functions of the position with or without a reasonable accommodation.

### Essential Functions:

1. Oversees disposition of all material brought in by customers for disposal/recycling and screens waste material to ensure compliance with all New Mexico Environmental regulations and guidelines and EVSWA safety and operational policies and requirements.
2. Assists customers with proper disposal and recycling of materials, including help with unloading and providing information to customers about regulatory and safety requirements/restrictions or alternate disposal sites.
3. Assists customers with safe disposal of bulky items weighing up to 100 lbs, including but not limited to items such as refrigerators, furniture or tires, into proper containers.
4. Maintains accurate, legible records as required by EVSWA policies and state and federal regulations.
5. Maintains premises as required by EVSWA policies and state and federal regulations to ensure the collection station is free of debris, safety hazards or unsightly conditions.



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6. Identifies and reports all safety concerns and needed repairs.
7. Performs routine maintenance of EVSWA facilities including structures, ramps, stairs, containers, compactors and similar facilities as needed to provide security and prevent damage or deterioration.
8. Operates EVSWA vehicles, equipment and tools properly and safely and performs routine inspections, repairs and preventive maintenance on EVSWA equipment and tools listed in this position specification.
9. Performs all work needed for the proper, safe and lawful operation of EVSWA facilities or as directed by a supervisor.

### Additional Qualifications Considered

- Experience in a similar position with a solid waste disposal operation.
- Experience operating any of the equipment or tools used in this position.
- Communicate in Spanish.
- CDLB/CDLA Preferred

### Working Conditions

EVSWA's collection stations and landfill are outdoor facilities that are operated seven days a week, year round primarily during daylight hours. A small structure with a place to sit, a heater and field toilet facilities are provided at each facility. Work is performed outside with exposure to the weather, noise, fumes, odors, dust and dirt. Work is performed on a variety of surfaces including vehicle surfaces, concrete, metal or wood surfaces or natural ground that may be flat, uneven, greasy, wet, or muddy. Work involves exposure to waste material that may contain asbestos, solvents, paints, pest control products, sharp objects, blood-borne pathogens, household medical waste or other potentially hazardous materials. EVSWA provides personal protective equipment (PPE) including hard hats, steel-toed boots, gloves, safety glasses and any other PPE required for a particular task or assignment. Employees are required to use the PPE provided in accordance with EVSWA policies.

Work requires moving or shifting items weighing up to 100 lbs, performing manual labor tasks such as digging, weeding or cleaning up trash and debris, using ladders and steps, using manual and power tools. All interaction and communications with EVSWA customers or the general public must be performed in a professional and courteous manner. EVSWA provides training on the safe and proper operation of all equipment and tools and the performance of all required work, including OSHA regulations. Employees are required to perform work in accordance with this training and all EVSWA policies.

### Equipment and Tools

- Hand tools such as shovels, hoes, brooms, rakes, hammers, wrenches, grease guns and similar hand and garden tools.
- Power tools such as drills, saws, screw and nail guns, generators, air compressors and similar shop tools.
- Power equipment such as lawn mowers, weed eaters, brush chippers and similar equipment.
- Large equipment such as rolloff containers, compactors, backhoes, loaders, skid-steers, forklifts and similar equipment.



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- Vehicles and trucks that do not require a CDL to operate.

### **Applicant/Employee Acknowledgement**

I have received a copy of this Position Specification and have read it. I understand the expectations and demands of the position described and state that I can perform the essential functions of this position with or without a reasonable accommodation. I further understand that EVSWA is an equal opportunity employer and that I may request a reasonable accommodation at any time.

Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_