



## Job Description

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<b>TITLE:</b> Lead Solid Waste Technician	<b>JOB CODE:</b> 5155
<b>DEPARTMENT:</b> Public Works	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Labor/Trade
<b>UPDATED:</b> April 13, 2022	<b>WORK LOCATION:</b> Aztec, NM
<b>REMOTE WORK ELIGIBLE:</b> NO	

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**Summary:** Under general supervision of the Solid Waste Manager, the Lead Solid Waste Technician is the department's point of contact for weekend and/or holiday coverage; dispatches drivers and attendants to ensure continual services; answers questions and/or concerns for public and employees. Performs and coordinates maintenance and repair on transfer stations, landscaping, fencing, and roll-off containers. The Lead Solid Waste Technician must effectively supervise inmate labor crew for roadside trash pickup.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Coordinates services for Solid Waste when the Solid Waste Manager is unavailable such as answering employee questions and assist with scheduling drivers and attendants. Interacts regularly with the public; resolves citizen complaints.
- Collects money from the transfer stations, delivers to safe, and follows cash handling and accounting practices.
- Prepares reports at the end of shift for division manager.
- Maintains and repairs the fences, facilities and buildings at the transfer stations; performs general preventive maintenance; paints spaces as needed; maintain weed control on the grounds.
- Maintains and repairs the compactors and containers at the transfer stations; replaces compactor unit pads; repairs and replaces containers, rollers, wires, and winches.
- Cleans and performs routine maintenance on hand tools and small power tools; plans for and loads equipment needed for daily jobs.
- Performs a variety of maintenance and cleaning tasks including tree trimming and removal, weed cutting, cleaning of culverts and ditches, picking up dead animals, cleaning up illegal dump sites, and fill and stack sand bags for flood situations. Utilizes inmate labor crew to assist with maintenance and cleaning jobs. Maintains current inmate labor crew supervision training.
  - Picks up inmate labor crew and transports to the work site; sets up a safe work zone along roadways.
  - Monitor the safety and security of the inmates while seeing that they accomplish their assigned tasks.
  - Search assigned vehicle(s) for contraband on a daily basis. Writes reports concerning job performance, safety issues or inmate discipline problems as needed; documents all jobs performed by the inmate crew. Complete daily reports, time cards and field reports.
- Must communicate with staff, manager, department head and the public in oral and written form.
- Inspect work for accuracy and effectiveness and conformance with all regulatory requirements
- Oversee and handle recovery efforts of refrigerants from refrigerators that are disposed of at the Transfer Stations, this includes removal and proper disposal.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of methods, techniques, tools, and equipment used at the transfer station and procedures of general road and facilities maintenance

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### Lead Solid Waste Technician

- Knowledge of the laws and regulations governing inmate work service programs.
- Knowledge of facilities construction, repair, and maintenance, including safety rules and regulations.
- Knowledge of County policies and procedures.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in following written and oral instructions and maintaining accurate records.
- Skill in establishing and maintaining effective working relationships with co-workers, inmates and the general public.
- Knowledge of the principles and practices of effective employee supervision and training.
- Skill in leading and supervising work crews.
- Knowledge of safety procedures common to the work performed, including traffic control and the proper use of safety equipment.
- Skill in working independently and as a team member.
- Skill in the use of a personal computer and standard business software.

### Education and Experience

- High School diploma or GED equivalent and three (3) years general maintenance experience.
- Must pass the Civilian Work Squad Supervision class presented by the Detention Center within six (6) months of hire.
- Valid State of New Mexico Driver's License or able to obtain within six (6) months of employment.
- Prefer a minimum of one year experience as a front line supervisor. Must be bondable.
- Valid Refrigerant Recovery Certification or equivalent certification of HVAC or MVAC Technician Certification; or be able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an outdoor environment; may be required to lift and carry items more than 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- Full-time work hours for this position consists of weekends, overtime, and responds to emergency calls as requirements for the operations of this department.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

### Equipment and Tools Utilized:

- Equipment utilized includes various hand and power tools including refrigerant recovery equipment, a backhoe, mower, weed-eater, power sprayer and steam cleaner.

### Approvals:

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_