



## Job Description

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<b>TITLE:</b>	<b>Solid Waste Technician/Clerical Assistant</b>	<b>JOB CODE:</b>	5165
<b>DEPARTMENT:</b>	Public Works	<b>FLSA:</b>	Non-Exempt
<b>PREPARED:</b>	May 2010	<b>UPDATED:</b>	August 31, 2020

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**Summary:** Under general supervision, maintains and repairs all solid waste transfer station buildings, perimeter fences, gates and landscaping, and roll-off containers; fills in as a transfer station attendant as needed. Under close supervision, performs a variety of clerical office, receptionist, and office assistance duties to create, store, retrieve and archive files and records; updates computer database as directed; assures the accuracy of the filing systems; provides information and assistance to customers.

**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.*

- Maintains and repairs the compactors and containers at the transfer stations; replaces compactor unit pads; repairs and replaces containers, rollers, wires and winches.
- Steam-cleans the station hoppers; repaints as necessary.
- Maintains and repairs the fences and gates; replaces panels that have been damaged; repairs hinges and latches; ensures fences and gates provide security for the facility.
- Maintains and repairs the facilities and buildings at the transfer stations; performs general preventive maintenance; paints spaces as needed; installs shelves and doors.
- Prepares concrete forms as required; mixes and pours concrete for projects; finishes concrete.
- Maintains the grounds around the transfer stations; maintains and upgrades the landscaping; plants trees, flowers and shrubs; maintains weed control at the transfer stations.
- Maintains personnel and payroll files; researches files and computer databases; assures all administrative actions are in compliance with County policy, procedures and guidelines.
- Performs front desk duties; provides information and assistance to visitors and others having business with the department; assists customers with applications, forms and other documents; answers phones; determines nature of the calls; responds to requests for information; routes calls to appropriate individuals to handle inquiries and complaints; takes and delivers messages.
- Provides a variety of clerical and related office assistance; prepares correspondence; distributes memoranda, letters, information packets and other communication; makes and distributes copies; picks up and delivers mail; distributes and routes in-coming mail; collects, weighs and arranges for out-going mail pick-up; processes mail, correspondence and other items.
- Collects, obtains and updates legal documentation; works with customers, employees and others as required; checks out and logs in official papers to include financial and legal documents; updates and maintains records.
- Creates, updates and tracks a variety of electronic and paper files, records, reports, rosters, logs and related documents; orders and distributes office supplies and materials; maintains and updates office supply inventory.
- Researches files to obtain requested information, inserts additional data, and checks accuracy.
- Responds to questions and inquiries from employees, the public and outside agencies; provides advice and assistance to the public.
- Compiles, updates and maintains statistical information, reports and related documents.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of methods, techniques, tools, and equipment used at the transfer station.

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### Solid Waste Technician/Clerical Assistant

- Knowledge of the facilities construction, repair and maintenance.
- Knowledge of occupational hazards and safety rules and regulations in facilities repair and maintenance.
- Knowledge of the equipment, materials and methods used in construction and maintenance.
- Knowledge of County policies and procedures.
- Knowledge of proper use of safety equipment.
- Knowledge of applicable rules and regulations.
- Knowledge of County and Department policies and procedures.
- Knowledge of the principles of files and records management.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in performing repair and preventive machine maintenance on transfer site equipment.
- Skill in following written and oral instructions.
- Skill in establishing and maintaining effective working relationships with co-workers, other County employees and the general public.
- Skill in working independently and as a team member.
- Skill in interacting with people of different social, economic and ethnic backgrounds.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in operating a personal computer utilizing a variety of standard software.

### Education and Experience

- High School Diploma or GED equivalent and three (3) years facilities maintenance experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an outdoor environment and an office 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 may be loud.
- May be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- 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, backhoe, mower, weed-eater, power sprayer and steam cleaner, computerized and conventional office equipment.

### Approvals:

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

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

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