



## Job Description

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<b>TITLE:</b> Solid Waste Laborer	<b>JOB CODE:</b> 5923
<b>DEPARTMENT:</b> Public Works-Solid Waste	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> October 7, 2019	<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 Solid Waste Laborer will perform various labor intensive assignments ranging from roadside litter pick up, community and public land cleanup projects, and maintenance activities at solid waste facilities. The Solid Waste Laborer will assist the Lead Community Resource Technician in the oversight of inmate clean up crews and ensure inmates do not have contact with civilians and do not obtain contraband; monitor and correct inmate performance.

**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.*

- Assist in monitoring a safe work zone along roadways.
- Assist in monitoring the safety and security of the inmates while seeing that they accomplish their assigned tasks.
- Clean and perform routine maintenance on hand tools and small power tools; plan for and load equipment needed for daily jobs.
- Work along with inmate crews performing labor for a variety of maintenance and cleaning tasks including tree trimming and removal, weed cutting, cleaning of culverts and ditches, picking up dead animals and cleaning up illegal dump sites.
- Assist the Lead Community Resource Technician in performing litter pick up along County roads and State highways, sweeping gravel and dirt from paved roadways, recycling paper and cardboard from County Buildings, and cleaning graffiti using a power washer.
- Assist the Lead Community Resource Technician with landscape work, building and painting fences and reseeding construction locations. Fill, haul and place sand bags for flood situations.
- Assist Solid Waste Technicians with maintenance activities at Solid Waste Facilities.
- Fill in vacancies during Transfer Station Attendant absences.
- Perform other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of methods and procedures of general road and facilities maintenance.
- Ability to understand and be educated in the laws and regulations governing inmate work service programs.
- Knowledge of federal, state and County safety rules and regulations.
- Knowledge of County policies and procedures.
- Skill in working with work crews.
- Skill in organizing and prioritizing multiple tasks and demands.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in working independently or as part of a team.
- Skill in establishing effective working relationships with other County staff, inmates and the public.

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Solid Waste Laborer

**Education and Experience**

- High School Diploma or GED equivalent and one (1) year general maintenance experience.
- Must pass the Civilian Work Squad Supervision class presented by the Adult 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.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed primarily in an outdoor or shop 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.
- 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 a 16 foot long trailer and various hand and power tools.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____