

BANNOCK COUNTY
CLASS SPECIFICATION

LANDFILL OPERATIONS TECHNICIAN

Department: Road & Bridge - Solid Waste
FLSA Designation: Non-Exempt

Pay Grade: 4
Effective Date: 10/04, 8/09

Purpose of Class

Provides customer service, monitors and records load weights and collects fees at the scale house; performs office and recordkeeping duties at the County landfill; performs related work as required.

Primary Function

The primary function of an employee in this class is to provide customer service to the public, monitor and record loads dumped, perform cash management duties, and perform office and recordkeeping duties. The position is under the direct supervision of the Solid Waste Manager and Landfill Supervisor. The principal duties of the position are performed in a scale house, general office and in an outdoor environment with exposure to landfill hazards and odors.

Essential Duties and Responsibilities (will vary by assignment)

- Greets the public, answers incoming phone calls, assisting and/or providing referrals to other staff as needed;
- Inquires about load origination and contents according to landfill regulations;
- Contacts appropriate personnel for special handling of hazardous loads;
- Weighs and records load contents prior to dumping and following dumping to determine weight;
- Calculates and collects customer fees based on weight of load dumped;
- Completes appropriate record of each load dumped;
- Manages cash and charges, including balancing the receipts at the end of shift;
- Monitors customer activities for compliance to rules and regulations of the landfill;
- Assists customers with resolution of complaints, misunderstandings and problems referring to landfill rules and regulations;
- Performs clerical and administrative duties in the office;
- Enters data, tracks, monitors, and prepares reports related to landfill operations;
- Refers customers to supervisory personnel when necessary;
- Monitors timesheets, calculates overtime, maintains federal records, performs accounts payable duties, maintains permit charge accounts;
- Enters and maintains landfill billing, invoice, account collections, time sheet, and related financial records;
- Maintains correspondence, logs, reports, and related records and documentation;
- Calculates landfill fees for tax rolls;

- Assists with supervision of community service workers;
- Assists with presentation of information and programs to the public;
- Performs snow removal and salt application as necessary;
- Performs all work duties and activities in accordance County policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Cash management and cash balancing techniques and procedures;
- County landfill rules, regulations, and procedures;
- Operation of standard and specialized office equipment;
- Operation of a personal computer and job-related software;
- Customer service practices, procedures, and objectives;
- Basic math techniques.

Ability to:

- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Maintain financial and accounting records, logs, reports, and documentation;
- Operate a variety of standard office equipment and a two-way radio;
- Maintain effective working relationships with other County employees, supervisory personnel, and the public;
- Operate a personal computer including software applications appropriate to assigned duties;
- Perform duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Work 10-hour shifts on a rotating schedule;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Follow written and oral instructions;
- Complete and maintain CPR and First Aid certification within 60 days of hire;
- Use basic math skills to count, add, subtract, multiply, etc.;
- Communicate effectively with the public, including in sensitive situations.

Acceptable Experience and Training

- High school diploma or GED equivalency with course background in office practices is required; and
- One (1) year experience performing office and secretarial duties is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho drivers license is required;
- Notary Public certification may be required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively with the public in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, recognize hazardous materials and recognize monetary denominations and make correct change;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to handle cash and operate a computer;
- Sufficient personal mobility, flexibility, stamina, and balance, with or without reasonable accommodation, which permits the employee to stand or sit for long periods of time, and work in a scale house environment that may be affected by outdoor weather conditions and landfill hazards and odors.