



Certified Attendant

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| Department | Solid Waste | Classification | Grade 7 |
| Reports to | Solid Waste Supervisor Solid Waste Administrator | Unit | IUOE Local 49 |
| | | FLSA Status | Non-Exempt |

Supervises N/A

Position Description

Responsible for accepting and properly disposing of incoming waste to the Hubbard County transfer stations, household hazardous waste areas, demolition landfill areas, and recycling center. Maintain buildings equipment and grounds of facilities. Follow state and federal guidelines for the facility.

Recycling Center

- Accept incoming recyclables and unload and load trucks.
- Properly sort, bail, and store recyclables in designated areas and containers.
- Communicate with the public, businesses, and recycling facility regarding pickups and deliveries.

Transfer Station

- Inspect loads for regulatory compliance.
- Work directly with the public by directing traffic to appropriate sites for disposal of waste; assist with unloading waste.
- Utilize forklift to empty transfer station dumpsters.
- Charge contractors and out of county users fees and issue receipts. Answer the phone.
- Communicate with waste haulers and recycling contractor regarding deliveries and shipments.

Household Hazardous Waste (HHW)

- Identify Household Hazardous Waste per regulatory compliance.
- Sort, store or package, document quantities and type of HHW, electronics, lights, batteries, and prepare for shipment.

Demolition Landfill Management

- In accordance with solid waste management practices, utilize heavy equipment to compact, cover, and slope demolition waste.
- Inspect waste for regulatory compliance.

Heavy Equipment Operation and Maintenance

- Maintain and operate heavy equipment (compactor, bailer, backhoe, dozer, loader, garbage trucks, hook-lift truck, semi, forklift, telehandler, material handler).
- Keep detailed service, maintenance, and inspection logs on all equipment.
- Maintain and operate fueling stations (diesel, propane, etc.).

Facility Maintenance

- Maintain buildings and grounds of facilities including snow removal, building upkeep, general cleaning, mowing, weed whipping, etc.
- Maintain and upkeep recycling areas (scrap metal, tires, fluorescent tubes, waste oil/filters, concrete, brush, electronics).
- Regular attendance on the job
- Perform other duties as assigned.

Qualifications and Knowledge, Skills and Abilities

Minimum Qualifications

- High school graduate or equivalent OR work experience sufficient to successfully perform the essential duties of the job
- Valid class D driver's license and reliable means of transportation
- Successfully pass a pre-placement screen, contingent upon a job offer
- Obtain Minnesota Pollution Control Agency (MPCA) Type III Solid Waste Facility Operator Certification within 6 months of hire
- Complete OSHA Hazardous Material (HAZMAT) training within 1 year of hire

Knowledge, Skills and Abilities

- Knowledge: General maintenance of heavy and light equipment. Policies, procedures, rules, regulations, and operating practices applied in solid waste management. Hazardous waste identification and handling.
- Skills: Work safely using heavy equipment around public traffic. Record keeping for load documentation, billing receipts, maintenance records. Etc. Effective human relation skills to effectively deal with a wide range of pertinent issues.
- Abilities: Ability and willingness to work a flexible schedule. Work in heavy traffic areas. Safely handle hazardous waste. Work in extreme weather conditions. Work in a regulatory, fast paced work environment. Work independently. Complete job tasks in a timely manner with frequent interruptions. Multi-task; detail oriented. Keep work areas clean and organized to provide an environment conducive to safety. Work well with others; ability and willingness to follow rules and procedures and follow directives from supervisors

Preferred Qualifications

- Valid Class A commercial driver's license (CDL) with air brakes
- Valid Class B CDL with air brakes
- MPCA Type III Solid Waste Facility Operator Certification
- OSHA HAZMAT training
- 2 year's work experience operating heavy equipment (i.e. compactor, bailer, backhoe, dozer, loader, garbage truck, semi, forklift, skidsteer, telehandler, material handler, hook-lift truck) and mechanical background
- Forklift certification

Physical Requirements (Screen)

To view the Functional Job Analysis, [click here](#).

Note (Management Right)

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this position description at any time.

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