



CITY OF ELY

501 Mill Street Ely, Nevada 89301

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Landfill Service Worker I

FLSA Status: Non-exempt

Safety Sensitive: Yes

Created: 10/27/2021

Revised: 04/12/2024

DEFINITION: Under direct supervision of the Landfill Lead Person, performs maintenance including all daily and normal duties in the normal operation of the equipment. Some light mechanical work is also required.

DISTINGUISHING CHARACTERISTICS: This is the entry level position within the Landfill Service Worker series. Incumbents perform the more routine technical duties while learning operational policies and procedures. The Landfill Service Worker I class differs from the Landfill Service Worker II class in that the latter is given more independence and responsibility in tasks and performance and may act in a lead capacity.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

- Picking up waste and other debris, at both the landfill and the recycling plant, left by the public or blown by the wind before coverage at the end of the workday.
- While at the entrance gate, will be responsible for daily log sheets providing information of the amount of incoming waste per load each day, must be able to convert cubic yards into tons and establish load costs, must be able to write legible reports, including correct spelling and grammar.
- Keeping office building clean
- Engages in public contact with customers and related field personnel.
- Operate heavy equipment.
- Abide by all State and Federal regulations.

QUALIFICATIONS FOR EMPLOYMENT:

- Class "C" driver's license

Knowledge, Skills, and Abilities: *(KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

The City of Ely is an equal opportunity provider and employer.

Knowledge of:

- Solid waste disposal; and to identify unacceptable and/or hazardous waste.
- Use and maintenance of commonly used hand and power tools and heavy equipment.
- Knowledge of maintenance tools, equipment, materials, and method of the activities of the function to which assigned.
- Safety practices, safe work methods, and safety regulations pertaining to the work.
- Record keeping principles and practices.
- Basic computer applications related to work.
- Basic mathematical calculations

Skill to:

- Read and write English at a level necessary to perform essential functions.
- Operate and maintain equipment used in landfill maintenance work.

Ability to:

- Work without close supervision in standard work situations; and
- Contribute effectively to the accomplishments of the team or work unit goals, objectives, and activities.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and mobility to work in a typical Landfill setting, including operating hand, power tools, and heavy equipment. Stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces. Strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Most work is performed outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Frequent exposure to noise, dust, fumes, and odors. Potential exposure to dangerous chemicals, cleaning solvents, paints, and unpleasant materials. Occasional work in confined areas. Work may need to be performed alone and may be done in isolated geographic areas. Frequent interruptions to planned work activities may occur.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Signature: _____ Date: _____