

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Assistant Landfill/Scrapyard Equipment Operator</b>
<b>Class Code Number</b>	<b>5021</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>ASEA Bargaining Unit</b>
<b>Effective Date</b>	<b>July 1, 2018</b>

### General Statement of Duties

Assists the Landfill/Scrapyard Equipment Operator in all duties. Operates heavy equipment at the sanitary landfill and Gary Paxton Industrial Park recycling scrapyard; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to assist in the operation of the sanitary landfill and the scrap metal recycling yard at Gary Paxton Industrial Park. The work is performed under the direct supervision of the Landfill/Scrapyard Equipment Operator but considerable leeway is granted for the exercise of independent judgment and initiative. The employee may occasionally and temporarily take on the duties of the Landfill/Scrapyard Equipment Operator. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees and the public. The principal duties of this class are performed in an outdoor environment which may involve adverse weather conditions and related hazards.

### Examples of Essential Work (Illustrative Only)

- Operates backhoe, bulldozer, scrap metal baler, glass crusher and wheel loader;
- Prepares, compacts and loads junked vehicles and sorts, cuts and loads scrapped metals;
- Performs preventative maintenance on all heavy equipment;
- Removes chlorofluorocarbons from air conditioners, refrigerators, freezers;
- Removes mercury switches from dryers, washers, and automobiles prior to scrapping;
- Loads baled, logged, or sheared metals onto shipping containers and secures loads for transport on interstate highway system;
- Operates 500 ton mobile shear baler logger in scrapyard operation;
- Responsible to remove all oils, antifreeze and fuels from junk vehicles in an environmentally safe manner;
- Have the ability to become proficient in basic Microsoft Office to accurately log and update pertinent data to record daily operations of scrapyard;
- Fuels and inspects equipment daily, performs preventive and prescribed maintenance and makes minor repairs on equipment and tools;
- Operates light and medium duty equipment, hand and power tools and acetylene torches;

- Operates a sanitary landfill and keeps all related records for billing and permit compliance;
- Operates light to medium equipment, including roll-off truck, loader, backhoe, forklift and bulldozer;
- Fuels, lubricates, performs preventative maintenance and inspects equipment for use in maintenance facilities and projects;
- Cleans, maintains and repairs tools, equipment and facilities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

- Thorough knowledge of the operation and upkeep of all heavy equipment used in landfill and scrapyard;
- Good knowledge of proper lifting techniques and personal protective equipment used in the operation of hand and power tools;
- Ability to comprehend and follow safety rules and regulations;
- Skill in the operation of hand and power tools;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- Graduation from high school or possession of a GED; and
- Considerable experience in heavy equipment operation, landfills and scrapyards; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

### **Required Special Qualifications**

- Possession of a valid Alaska class B commercial driver's license;
- Ability to obtain a first aid and a CPR certification within six (6) months of employment;
- Ability to obtain certifications in Sanitary Landfill Operator (SWANA), Freon Removal, 40 hr HZWPR within 12 months.

<b>Essential Physical Abilities</b>
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work.

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