



## **JOB ANNOUNCEMENT**

### **POSITION TITLE AND DEPARTMENT/DIVISION**

Landfill Operator with Public Works Department Refuse Utility

### **POSITION LOCATION**

Saint Paul Island, Alaska.

### **POSITION CLASSIFICATION AND HOURS**

Regular Appointment, Full Time

### **JOB SUMMARY**

A Landfill Operator organizes and undertakes the effective and efficient operation of City's landfill, collects and disposes of garbage from residential and commercial customers. A Landfill Operator also monitors access and maintains City landfill areas.

This position works under the direct supervision of the Public Works Director and/or designee. This is considered an entry level position where work is performed according to established procedures with little variance from those procedures required.

The position involves extensive contact with Division employees and the public, frequent contact with other departments and other entities on Saint Paul Island. Contact requires the exercise of diplomacy. The working environment is inherently dangerous due to the nature of the position and the work involved. Close attention to the safety of the work environment is required.

### **ESSENTIAL JOB FUNCTIONS**

The following are normal essential job functions of the Landfill Operator. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned:

- Collect garbage residential and commercial customers.
- Takes collected garbage and trash to City landfill.
- Maintains collection logs of residential and commercial customers.
- Operates garbage collection truck and hooklift truck.
- Manages supply of and maintains garbage containers.
- Monitors and reports hazardous materials found in garbage and trash collections.
- Operates the landfill. Opens landfill to authorized residents and contractors for the disposal of regulated garbage and trash, during designated hours.
- Directs incoming vehicles to dumping area.
- Examines cargo to prohibit disposal of caustic/hazardous waste, according to government regulations.
- Maintains, secures and ensures the safety and up-keep of landfill areas.
- Performs any combination of following duties to dispose of solid waste materials at landfill site: Operates heavy equipment, such as front-end loader, and compactor, to excavate landfill site, transport solid waste materials, and to spread and compact layers of waste and earth cover.
- Inspect and clean boundary litter fences



- Identify and report contaminated waste finds to the Public Works Director or designee and take appropriate action in accordance with Solid Waste Management Plan.
- Control odors from the burning of garbage from entering town.
- Ensure landfill operations are carried out to meet customer requirements in terms of safety, time and quality.
- Ensure that all contact with staff and customers promotes a positive image of the landfill operation in relations to dealing with the public, contractors and customers.
- Performs other activities as required or as directed by the Public Works Director, or designee.

## QUALIFICATIONS

1. Must be at least eighteen (18) years of age.
2. High school diploma or GED.
3. **Must possess a valid Alaska Driver's License. Must have a clean driving record.**
4. Must be a team player.
5. Must be able to communicate effectively, orally and in writing.
6. Ability to adapt to varying work sites and tasks.
7. Ability to lift and carry an excess of 50 pounds, including lumber, boxes, tools or equipment.
8. Ability to record activities, conditions and comments on logs, work orders, reports and other documentation.
9. Ability to interpret and comprehend manuals, memos, instructions, regulations, safety warnings, logs, charts and other documents in handwritten and typed form. Interpret and comprehend equipment readings.
10. 40-hour HAZWOPER or possess the ability to obtain within one (1) year from date of hire.
11. ICS 100 and 200 or possess the ability to obtain within one (1) year from date of hire.
12. Alaska Landfill Operators certification or possess the ability to obtain within one (1) year from date of hire.
13. First Aid/CPR or possess the ability to obtain within one (1) year from date of hire.
14. Other certificates, licenses, and registrations deemed appropriate or required for the various landfill operations.
15. Must abide by the City of Saint Paul's alcohol and drug free workplace policies and submit to a pre-employment drug and alcohol test.
16. Other combinations of education and experience which could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.

## WAGE AND BENEFITS

The wage for this position ranges from \$23.88 to 35.82 per hour, depending on education, experience, and skills. Standard City of Saint Paul benefits per City ordinance.

## DEADLINE

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing an Application for Employment or by requesting and completing Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, or more information contact [hr@stpaulak.com](mailto:hr@stpaulak.com) or at [www.stpaulak.com](http://www.stpaulak.com).

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