



Landfill Assistant Road

RD/

JOB SUMMARY

This position is responsible for assisting the Landfill Specialist in the operation of a variety of heavy and light equipment in the maintenance and operation of the County transfer station and related facilities.

MAJOR DUTIES

1. Assist in the coordination of the operations of two closed landfills as required by the Georgia Environmental Protection Division.
2. Assist in the collection, verification, and compiling of field data required to maintain compliance with various state environmental programs.
3. Operates heavy and light equipment, including, front end loader, commercial mowers, backhoes, tractors, weed eaters, bush hogs and other equipment as needed.
4. Loads mulch for the general public.
5. Assist in the coordination of all staging of yard waste and mulch from county department and the public.
6. Assist in the coordination with transfer station contractor to dispose of animal waste in a timely manner.
7. Uses hand tools, such as shovels, lutes, and bush axe.
8. Applies herbicides and pesticides.
9. Assists in maintenance and installation of storm water drain pipes, culverts and detention ponds.
10. Assists in the maintenance of assigned equipment and tools.
11. Supervises inmate laborers as assigned.
12. Assists in the construction, repair, and maintenance of solid waste monitoring areas to standards required by the EPD.
13. Assists in keeping the transfer station right-of-way free of litter.
14. Monitors transfer station activities and reports unusual activity to supervisor.
15. Performs other related duties as assigned.
16. Assists in maintaining inert landfill.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of Fayette County policies, erosion and sediment control regulations, blueprints, and division guidelines.
2. Knowledge of Environmental Protection Division Solid Waste Management Post Closure and Inert Landfill Operation regulations.
3. Knowledge of grounds maintenance procedures.
4. Skill in the operation of assigned equipment and hand tools.
5. Skill in the operation of heavy grading equipment.
6. Skill in interpersonal relations.
7. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Road Director and Environmental Management Director assign work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county policies and procedures, the Georgia Erosion and Sediment Control Manual, Georgia Solid Waste Management regulations, and applicable OSHA regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related landfill operation duties. Heavy traffic and inclement weather contributes to the complexity of the position.
- The purpose of this position is to operate heavy and light equipment in the maintenance and operation of the county transfer station and related facilities. Success in this position provides a safe and well maintained yard-waste area for County residents and visitors.

CONTACTS

- Contacts are generally with the general public on a regular basis.
- Contacts are typically to give or exchange information; resolve problems; and provide customer service.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. OSHA 10 Hour Certification. Erosion Control "Blue Card" and Confined Space certification.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform basic mathematical calculations.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Ability to communicate with the general public when providing customer service.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.