



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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**VACANCY ANNOUNCEMENT
READVERTISEMENT**

POSTING NO: 150-18

OPENING DATE: 12/17/2018

CLOSING DATE: 02/14/2019

POSTED: WITHIN

POSITION: Transfer Station Attendant
PAY GRADE: NE4 (\$10.50/ph to \$12.33ph)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: (POI Funded)
DEPARTMENT: Public Works
REPORTS TO: Transfer Station Site Foreman
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Under supervision of the Transfer Station Foremen performs the daily operations of the Pueblo of Isleta Transfer Station.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Opens and closes the transfer station in accordance with hours established by POI; completes assigned work orders in a timely manner.
- Directs traffic and vehicles to proper disposal or recycling site(s).
- Maintains records on monetary charges, cash received and vehicle weights and issues receipts.
- Maintains equipment; power washes and greases as needed.
- Maintains grounds and sweeps, and cleans outside of building, picks up trash and maintains orderly open spaces.
- Assures that only tribal members use the transfer station facility.
- Ensures that all site operations are conducted in a manner that is safe for all employees and the public.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Performs roll-off placement and removal.
- Assists trash driver with unloading of truck.
- Runs mulch equipment and keeps mulching area clean.

READVERTISED 01/31/2019

- Ensures solid waste is properly separated and categorized.
- Adheres to safe work practices and procedures.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED. ***(Submit proof of education by attaching your High School Diploma, GED with your application along with your application. Failure to submit required documents will result in an incomplete application and will not be processed.)***
- One year experience working in solid waste or recycling plant preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Transfer Station Attendant certification and HAZWOPER Certification within 6-months of employment.
- First Aid/CPR certification.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of safety procedures that apply when encountering or handling hazardous materials.
- Skill in operating a forklift, front-end loader, and excavator.
- Ability to complete Material Safety Data Sheets (MSDS) training.
- Ability to use HOTSOS software.
- Ability to anticipate, recognize and evaluate hazardous conditions, as well as develop hazard and safety control methods.
- Ability to work various schedules and extended hours.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear, stoop, bend; kneeling, climbing; use hands to handle objects, equipment, controls and reach with arms and hands; carry equipment and supplies.
- Considerable physical activity; heavy physical work; heavy moving, lifting, pushing, or pulling of objects is a primary part of the job.
- Position requires ability to lift 100 lbs.
- Noise level is usually high.

- Use of hands to operate hand and power tools.

WORK ENVIRONMENT

- Work is performed in an outdoor environment or vehicle.
- May be required to work in confined spaces.
- Exposure to fumes, chemicals and other noxious odors, vehicle exhaust, jolting, shaking, vibrations and noise while performing duties.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may arise.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.
- Evening, weekend, and/or holiday work will be required.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.

EMPLOYEE'S CERTIFICATION:

I acknowledge receipt of this job description and my supervisor has discussed it with me.