WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Specialist **Department:** Solid Waste **Supervised by:** Director of Solid Waste **Revised Date:** July 1, 2011

Title: Specialist

Department/Division: Solid Waste/County Administration

Nature of Work:

- Assists with the management and operation of the County's Solid Waste disposal operations and facilities. Work is performed with moderate latitude for the exercise of independent judgment and leadership skills.

Essential Duties:

- Operates Heavy & Light Equipment and Vehicles: Operates vehicles and equipment to support the solid waste disposal operation such as front-end loaders; dump trucks; small tractor-movers; chippers; leaf loaders; sprinkler trucks; snow plows and other tools and equipment as needed.
- Supervises Waste Department Personnel**.** Prepares and approves daily work schedules, reviews work and provides occasional training to employees**.**
- Collects & Transports Solid Waste: Drives various vehicles to transport solid waste from designated collection sites and County Convenience Stations. Transports solid waste to County Solid Waste Transfer Station as directed.
- Maintains & Cleans Departmental Trucks: Takes personal responsibility to see that the department trucks are washed, cleaned, greased and fueled as assigned.
- Inspects Convenience Stations: Inspects the convenience stations for operating status and the maintenance of the stations overall appearance and cleanliness.
- Routine Maintenance & Repair: Performs routine maintenance and repair on vehicles and light equipment.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Solid Waste Department.
- Supply Orders: Orders supplies, materials and parts as needed for the Department of Solid Waste.
- Perform other Duties as Required.

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- 3 years training and/or experience in the operation of large motor vehicles and light equipment.
- Education and experience equivalent to graduation from high school.
- Must possess a valid commercial driver's license and Virginia Waste Management Facility Operator Certification Class I license (or obtain within 6 months of employment).
- Thorough knowledge of rules and regulations governing solid waste disposal.
- Must be capable of performing work requiring moderate physical effort.
- General knowledge of safety prevention techniques and practices.

Job Location and Conditions:

- Work is performed both in the outdoors and indoors at various locations. May be required to report to work after or before regular business hours and during emergency conditions.
- General knowledge of safety rules and regulations governing the operation of motor vehicles on public highways.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

GENERAL APTITUDES and PHYSICAL REQUIREMENTS:

- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.
- **Speaking/Talking Abilities:** Must have ability to answer the telephone, communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or other employees.
- **Reading/Ability to Read and Understand Text:** Must have ability to read and understand text.
- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift 50 pounds, minimum 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and operate vehicles.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid commercial driver's license with at least (3) years experience in the operation of large transport motor vehicles.
- Will have periodic driving record checks done.

Job Status: Full Time/Non-Exempt

Salary: DoQ, DoE with Benefits

Washington County is an Equal Opportunity Employer.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position. The Board of Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.