

**Greentree Solid Waste Authority
P. O. Box 2405 * 26590 Hwy 70
Ruidoso Downs, New Mexico 88346**

Position Description

Job Title: Labor/Container Maintenance
Department: Collections

Position Type: Temp/Full Time
Reports to: Operational Supervisor

Position Objective: Perform duties necessary for the maintenance and repair of specialized solid waste equipment. The work is heavy, manual labor of a repetitive nature.

Supervision Received: Operational Supervisor

Supervision Exercised: None

Minimum Qualifications:

Education and Experience:

- High School diploma or GED Equivalent required.

Knowledge, Skills and Abilities:

- Possess a positive attitude, strong work ethic, and exercise independent judgment and tact.
- Communicate in both English and Spanish preferred and successfully work in a multicultural environment;
- Listen, grasp and quickly respond positively to supervision and instruction;
- Effectively and efficiently communicate in writing;
- Work as part of a team in a fast-paced, complex work environment;
- Maintain pleasant working relationships with supervisors, co-workers, and the public;
- Operate truck and assigned equipment, including cell phones;
- Maintain, complete and return work orders daily.

Requirement/Certification/Licenses:

- Valid New Mexico Driver's License, Class A endorsement preferred.
- Successful completion of the pre offer drug test screening.
- A post offer employment medical examination may also be required.

Essential Functions and Responsibilities:

Employment duties for this position include, but are not limited to the list of duties and responsibilities enumerated below.

- Repair and paint dumpsters and other equipment as assigned;
- Have a basic knowledge of welding;
- Must maintain and ensure a safe working environment including use of appropriate personal safety equipment and clothing in compliance with all appropriate safety regulations;
- May be required to work weekends and/or holidays.
- Safely operate and use a variety of power and hand tools;
- Provide timely, courteous and helpful service to customers and GSWA staff;
- Provide general assistance as requested to the Solid Waste Operations Coordinator and Operational Supervisor;
- Participate in and successfully complete all required safety training;

- Perform other duties as assigned.

Physical Demands

Employment with GSWA is physically demanding for all employment positions. Throughout the workday employees are required to lift, reach, bend, stoop, sit and stand for prolonged periods of time, walk, climb, crawl, crouch, and perform repetitive tasks requiring dexterity, coordination, hand grasp, manipulation and rapid movement. These tasks are performed on hard and soft, even and uneven surfaces and on inclined slopes. Additionally, employees are required to handle objects weighing up to 50 pounds. It is the employee's duty to seek assistance in handling heavy objects the employee deems to be too heavy to handle alone. Due to the nature of the work, employee workplace hazards include, but are not limited to, cuts, bruises, dog bites, and exposure to disease, hazardous materials, mists, fumes, dust, oils, fuel, household cleaning materials, dead animals, unpleasant odors and extreme noise levels.

Work Hours & Conditions

GSWA office employees work indoor and outdoor during the workweek. Some regular work hours may be before the sun comes up in the morning and after it goes down in the evening. Additionally, emergency situations may require employees to work earlier in the morning or later in the evening than the employee's regularly scheduled hours and on weekends and holidays.

Acknowledgement

I, _____ acknowledge receipt of this job description for the position for which I have been hired by GSWA. Further, my signature below evidences my understanding of the duties expected of me and the conditions in which I will be working. I understand that this job description does not constitute an employment agreement between me and GSWA and that my job description may be changed by my supervisor at GSWA as the needs and demands of GSWA change and as the requirements of the position change.

06/16

Employee Signature

Date

Coordinator Signature

Date

Operational Supervisor or Personnel Coordinator Date