

SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506-8342

(505)424-1850

Fax (505)424-1839

www.sfswma.org

Recruitment Announcement # SFSWMA 2013-004

POSITION TITLE: BuRRT MRF TECHNICIAN II
SALARY RANGE: \$13.36 - \$21.37
FLSA/UNION STATUS: COVERED / COVERED
POSITION STATUS: CLASSIFIED FULL TIME
PERIOD TO APPLY: 03/29/13 – Open Until Filled
SUPERVISOR: BuRRT Site Manager & BuRRT Superintendent
WORK LOCATION: Buckman Road Recycling & Transfer Station

Purpose: The purpose of the position is to perform a variety of skilled and unskilled manual laboring tasks in the operation and maintenance of the Agency's recycling and diversion programs and facility's. This position is considered a lead worker and will implement procedures and policies under direct supervision.

Job Duties and Responsibilities: (The tasks below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.)

1. Assists in the implementation and execution of a daily operating plan.
2. Operates a Bollegraaf HB 80 materials baler according to manufacturer's and Agency training and guidelines.
3. Assists in the maintenance and repair of baler and coordinates and executes daily cleanup of baler building.
4. Maintains daily written records of quantities of bales produced and records other daily records in a daily log.
5. Operates a forklift according to OSHA training and Agency guidelines moving baled materials and various containers.
6. Operates a skid loader according to manufacturer's and Agency training and guidelines.
7. Loads materials onto semi-trailers by fork lift in following Agency loading guidelines. Assures trucks do not exceed legal loading limits with the assistance of the scale house staff.
8. Assists in the completion of Bills of Lading for all loaded trailers or trucks.
9. Operates touch screen controls for CP sort line according to manufacturer's and Agency training and guidelines.
10. Under direct supervision assists in scheduling breaks for MRF Technicians.
11. Under direct supervision assists in the execution and coordination daily operation, clean up and maintenance of the sort line.
12. Performs a variety of unskilled manual tasks primarily involving physical strength, dexterity and coordination.
13. Sorts and separates materials collected for recycling on a conveyor line as directed.
14. Separates various materials for recycling from waste materials on tip floor.
15. Assists in the basic maintenance of all Agency facilities including landscape maintenance, cleaning, litter collection, etc.
16. Assists BuRRT Operators in the daily transfer operations including traffic control and direction, incoming load inspections, etc.
17. May maintain basic written records of work performed and materials used.
18. Cleans and assists in the maintenance of all facilities, equipment and vehicles.
19. Under supervision operates and maintains specialized recycling equipment such as a tire baler or glass pulverizer.
20. Participates in the execution of other BuRRT programs as assigned.
21. Prepares transfer areas for next-day operations; verifies proper shut-down of all equipment at end of shift.
22. Performs all duties in accordance with all Agency policies and procedures, standards of quality and safety, and all applicable local, state and federal laws and regulations.

MINIMUM QUALIFICATIONS

Education/Experience: Requires a high school diploma or GED equivalent. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Previous work experience performing heavy physical labor is highly desirable.

Certification/Licensure/Registrations: Must possess and maintain a valid New Mexico driver's license. Must possess or immediately acquire, with Agency assistance, a Class I, IV and V fork lift operator license. Must possess or immediately acquire, with Agency assistance, a State of New Mexico Recycling Facility Operator Certification.

Special Requirements: Must have a telephone in the residence or be available by an equally effective means of communication as approved by the supervisor.

Knowledge/Skills/Abilities: Requires comparing or inspecting items against a standard. Requires basic arithmetic calculations using basic addition and subtraction (such as measuring and counting). Requires performing unskilled and semi-skilled work involving set procedures and rules. Requires speaking or signaling to people to convey or exchange information of a general nature.

WORKING CONDITIONS Requires medium-to-heavy work that involves walking, standing, stooping, lifting, digging, pushing or raising objects and also involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis. The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, disease/pathogens, toxic/caustic chemicals. The job requires normal visual acuity and field of vision, hearing and speaking ability.

HOW TO APPLY

Submit a completed Santa Fe Solid Waste Management Agency application to the Human Resources Officer, SFSWMA, 149 Wildlife Way, Santa Fe, NM 87506-8342. Resumes will not be accepted in lieu of the SFSWMA application form.

A COPY OF YOUR DRIVER'S LICENSE AND HIGH SCHOOL DIPLOMA MUST BE ATTACHED TO EACH APPLICATION.

PRE-PLACEMENT PHYSICAL EXAMS AND DRUG TESTING ARE REQUIRED. EEO/AA