

# SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506-8342

(505)424-1850

Fax (505)424-1839

www.sfswwa.org

## Recruitment Announcement No. 2017-004

**POSITION TITLE:** BuRRT TRANSFER OPERATOR  
**SALARY RANGE:** \$16.28– \$26.03  
**FLSA/UNION STATUS:** Covered/Covered  
**POSITION STATUS:** Classified Full-Time  
**PERIOD TO APPLY:** May 5, 2017 - Open Until Filled  
**SUPERVISOR:** BuRRT Site Manager/BuRRT Superintendent  
**WORK LOCATION:** Buckman Road Recycling and Transfer Station (BuRRT)

\*\*\*\*\*

**PURPOSE:** The purpose of the class is to operate specialized recycling and solid waste transfer equipment in the operation of the BuRRT facility productively, efficiently and safety to perform routine equipment maintenance, to assist in compliance with all applicable laws, regulations and standards of safety, and to perform other related work as required. This position requires rotating shifts to include weekends and holidays. The principle duties of this position are performed in an outdoor and indoor environment which may involve adverse weather conditions and related hazards. This position works within the general outline of the essential tasks under the general supervision of the BuRRT Superintendent or Site Manager.

**JOB DUTIES AND RESPONSIBILITIES:** (The tasks listed 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. Under general directions, proficiently operate any or all of the core transfer station equipment, including but not limited to, front-end loaders, excavators, semi-trucks, roll-off trucks, water trucks, horizontal wood grinding machines, skid-steer loaders, forklifts, etc.
2. Operates heavy equipment and tractor-trailer combos productively for either 8 or 10 hour shift per day, year round, including working Saturdays and/or Sundays and in all types of weather and conditions.
3. Participates in the execution of all phases of the transfer operation, including, but not limited to: direction of incoming vehicle traffic, inspection of loads, loading of transfer trailers, driving transfer trailers to the landfill and unloading of trailers.
4. Ability to operate a glass crushing machine as part of the glass recycling program.
5. Ability to operate a horizontal wood grinding machine as part of the green waste program.
6. Assists in inspecting incoming solid waste and recycling loads for acceptability and in directing the placement of solid waste and recycling loads.
7. Prepares transfer areas for next-day operations; verifies proper shut-down of all equipment at end of shift.
8. Conducts pre- and post-trip inspections of transfer tractors, trailers (walking floors and end dumps) and other heavy equipment daily.
9. Performs routine preventative maintenance of trucks/heavy equipment; reports breakdowns to supervisor to ensure prompt attention to maintenance and repair needs.
10. Understands the value of teamwork and communication as necessary to effectively operate the transfer station.
11. Cleans and assists in the maintenance of all facilities, equipment and vehicles.
12. Participates in general grounds and facility maintenance tasks including litter control and removal.
13. Participates in the execution of other BuRRT programs as assigned.
14. Works with those of other divisions, departments and outside agencies as appropriate.
15. Performs job duties safely in a very mobile and confined environment surrounded with trucks/equipment, customers and co-workers.
16. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
17. Knowledge of applicable state and federal rules and regulations pertaining to transfer station operation.
18. 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.

19. Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.

**MINIMUM QUALIFICATIONS:**

**Education/Experience:** A high school diploma or GED and one (1) year of commercial driving experience or one year of heavy equipment operation.

**Certification/Licensure/Registrations** Must possess a valid New Mexico Class A Commercial Driver's License (CDL-A). Requires a valid New Mexico CDL Haz-Mat endorsement or must be obtained with six (6) months of hire. Requires Transfer Station Operator Certification or must be obtained with six (6) months of hire. 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, an OSHA HAZWOPER certification including respirator fit test and medical surveillance. Must possess or immediate acquire, with Agency assistance, a Refrigerant Recovery certification in accordance with Title VI of the Clean Air Act. First Aid and CPR certifications are desirable.

**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** Knowledge of operating or repairing complex machinery or equipment that requires extended training and experience, such as heavy equipment/specialized equipment, light equipment and vehicles, power machinery May require installation of parts. Requires speaking or signaling to people to convey or exchange information of a general nature. Requires comparing or inspecting items against a standard.

**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. Also requires considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy. 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, depth perception, and field of vision, hearing and speaking ability.

\*\*\*\*\*

**HOW TO APPLY**

Submit employment applications to:

Human Resources Officer  
Santa Fe Solid Waste Management Agency  
149 Wildlife Way  
Santa Fe, NM 87506-8342

Resumes will not be accepted in lieu of SFSWMA employment applications. Proof of education, driver's license, endorsements, professional licenses and/or certifications must be attached to each application. All applicants offered employment with the SFSWMA must pass a post-offer medical examination and drug test.

The Santa Fe Solid Waste Management Agency is an Equal Employment Opportunity/Affirmative Action employer and complies with the Americans With Disabilities Act.