

# 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 No. 2021-004

**POSITION TITLE:** BuRRT TRANSFER OPERATOR II  
**SALARY RANGE:** \$19.65– \$28.48  
**FLSA/UNION STATUS:** Covered/Covered  
**POSITION STATUS:** Classified Full-Time  
**PERIOD TO APPLY:** March 11, 2021 - 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 equipment used in the transportation and recycling activities at the Buckman Road Recycling and Transfer Station (BuRRT) productively, efficiently and safely; to perform routine equipment maintenance; to assist in ensuring compliance with all applicable laws, regulations and standards of safety; and to perform related work as required. 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 and BuRRT Manager.

**JOB DUTIES AND RESPONSIBILITIES:** (The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.)

1. Operates proficiently any or all of the core BuRRT equipment including wheel loaders, excavators, semi-trucks, transfer trailers, roll-off trucks, skid steers, forklifts, horizontal wood grinder and water truck.
2. Involves in the execution of all phases of the transfer station 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 recycling facility and unloading of solid waste and recyclable materials.
3. Involves in the BuRRT recycling programs, including, but not limited to, green waste, scrap metal, appliances, glass, household hazardous waste, e-waste, scrap tires, batteries, and mercury fluorescent bulbs.
4. Involves in the operation of the materials recovery facility (MRF).
5. Gives instructions and/or orders to employees; be held responsible for the work and actions of other employees.
6. Monitors operational activities and reports to supervisor of conditions; inspects completed assignments and reports to supervisor.
7. Assists employees with daily activities as necessary; operates, maintains and repairs equipment as needed.
8. Assists the BuRRT Superintendent in supervising activities and monitoring performance of contractors and vendors.
9. Performs pre and post-trip walk-around inspection of heavy equipment and vehicles.
10. Participates in daily maintenance of heavy equipment and vehicles, including, but not limited to, wear parts service, conveyor adjustment, lubrication service, etc.; reports breakdowns to supervisor to ensure prompt attention to maintenance and repair needs.
11. Knowledge of general service and repair of recycling equipment including sort conveyor system, baler and glass crusher.
12. Performs random inspections of incoming solid waste and recycling loads for acceptability and in directing the placement of solid waste and recycling loads; ensures compliance with random waste screening at all times.
13. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
14. Maintains appropriate records, reports and logs on transfer station operations (e.g., litter patrol log, glass crushing log).
15. Cleans and assists in the maintenance of all facilities, equipment and vehicles.
16. Monitors and assists with general grounds and facility maintenance tasks including litter control and removal.

17. Provides assistance in facility inspections; performs corrective measures to ensure compliance with regulations and standards.
18. Works productively for 10+ hours per day; year-round in all types of weather and conditions; works different shifts including weekends and holidays.
19. Performs job duties safely in a very mobile and confined environment surrounded with vehicles and customers.
20. Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.
21. Ability to use a handheld radio to coordinate tasks and resources.
22. Coordinates with those of other divisions, departments and outside agencies as appropriate.
23. Understands the importance of teamwork and communication as necessary to operate the transfer station and recycling facility.
24. Ability to wear respirator (including clean shaven) and other PPE as required. Must be able to complete, with Agency assistance, respirator fit test and medical surveillance.
25. Follows all health and safety procedures.
26. Ensures compliance with applicable federal, state, and local laws and regulations, Agency policies and procedures, and standards of quality and safety.
27. Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.
28. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education/Experience:** Requires a high school diploma or GED equivalent. Requires two years of heavy equipment operation experience (function and productivity). Requires two years of commercial driving experience. Requires two years of solid waste experience in transfer station and MRF operations. Two years of supervisory experience preferred.

**Certification/Licensure/Registrations** Requires a valid New Mexico CDL Class A driver's license. Requires a New Mexico Transfer Station Operator certification. Requires a New Mexico Compost Facility Operator certification or within six months of hire. Requires a New Mexico Recycling Facility Operator certification or within six months of hire. Requires a forklift operator certification. Requires an EPA Type I refrigerant recovery certification in accordance with Title VI of the Clean Air Act. Requires an OSHA 24-hour HAZWOPER certification including respirator fit test and medical surveillance or within six months of hire. CDL tanker and Haz-Mat endorsements are desirable. 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** Requires operating or repairing complex machinery or equipment that require extended training and experience, such as heavy construction/specialized equipment, light equipment and vehicles, power machinery. May require installation of parts. Requires giving information, guidance or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants. Requires comparing or inspecting items against a standard. Requires performing skilled work involving set procedures/systems with frequent problem-solving. Requires using basic addition and subtraction for tasks, such as measuring. Requires reading routine sentences, instructions, regulations, procedures or work orders; writing routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar. Requires doing clerical, manual or technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

**WORKING CONDITIONS** Requires medium-to-heavy work that involves walking, standing, climbing, stooping, lifting, digging, work at heights, 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. Responsible for guiding others, requiring decisions affecting co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

\*\*\*\*\*

**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.