

# SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506

(505) 424-1850

Fax (505) 424-1839

[www.sfswma.org](http://www.sfswma.org)

## Recruitment Announcement # 2023-16

**POSITION TITLE:** BuRRT TRANSFER OPERATOR I  
**SALARY RANGE:** \$21.60 - \$31.32  
**FLSA/UNION STATUS:** Covered/Covered  
**POSITION STATUS:** Classified Full-Time  
**PERIOD TO APPLY:** Open Until Filled  
**SUPERVISOR:** BuRRT Superintendent  
**WORK LOCATION:** Buckman Road Recycling and Transfer Station (BuRRT)

\*\*\*\*\*

**PURPOSE** The position operates specialized heavy equipment used in transportation and recycling activities at the Buckman Road Recycling and Transfer Station productively, efficiently and safely; performs routine equipment maintenance; assists in compliance with all applicable laws, regulations, and standards of safety; and performs other related work as required. The position requires rotating shifts that includes weekends and holidays. The position is under the general supervision of the BuRRT Superintendent.

### **JOB DUTIES AND RESPONSIBILITIES**

The BuRRT Transfer Operator I:

1. Under general direction, proficiently operates any or all of the core BuRRT equipment including wheeled loaders, excavators, semi-trucks, transfer trailers, roll-off trucks, skid steers, forklifts, horizontal wood grinders, and water trucks.
2. Involves 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 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 the operation of the materials recovery facility (MRF).
5. Performs pre- and post-trip walk-around inspection of heavy equipment and vehicles.
6. 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.
7. Knowledge of general service and repair of recycling equipment including sort conveyor system, baler, and glass crusher.
8. 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.
9. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
10. Maintains appropriate records, reports and logs on transfer station operations (e.g., litter patrol log, glass crushing log).
11. Cleans and assists in the maintenance of all facilities, equipment, and vehicles.
12. Assists with general grounds and facility maintenance tasks including litter control and removal.
13. Aids in facility inspections; performs corrective measures to ensure compliance with regulations and standards.
14. Works productively for 10+ hours per day; year-round in all types of weather and conditions; works different shifts including weekends and holidays.
15. Performs job duties safely in a very mobile and confined environment surrounded with vehicles and customers.
16. Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.
17. Works with those of other divisions, departments, and outside agencies as appropriate.
18. Understands the importance of teamwork and communication as necessary to operate the transfer station and recycling facility.

19. 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.
20. Follows all health and safety procedures.
21. Ensures compliance with applicable federal, state, and local laws and regulations, Agency policies and procedures, and standards of quality and safety.
22. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

**Education/Experience:** Requires a high school diploma or GED equivalent. Requires one (1) year experience of operating and maintaining heavy equipment. Requires one year of commercial truck driving experience. Transfer station experience is desirable.

**Certification/Licensure/Registrations:** Requires a New Mexico Class A commercial driver's license (CDL). CDL tanker and Haz-Mat endorsements are desirable. Requires an NMED Transfer Station Landfill Operator certification, or obtain within six (6) months of hire. Requires an EPA Type I refrigerant recovery certification in accordance with Title VI of the Clean Air Act, or obtain within six months of hire. Requires a forklift operator certification, or obtain within six months of hire. Requires First Aid and CPR certifications within one (1) year of hire. OSHA 24-hour HAZWOPER certification including respirator fit test and medical surveillance is desirable.

**Special Conditions:** Must pass a drug and alcohol screening prior to employment and randomly thereafter. Must wear PPE as required.

**Knowledge/Skills/Abilities:** Ability to operate wheeled loaders, excavators, semi-trucks with trailers, roll-off trucks, and forklifts.

Ability to use a handheld radio to coordinate tasks and resources.

Ability to communicate with others and assimilate and understand information in a manner consistent with the essential job functions.

### **WORKING CONDITIONS**

Requires medium-to-heavy work that involves walking, standing, climbing, stooping, bending, lifting, digging, working at heights, pushing or raising objects; 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, and limbs in tasks involving very close tolerances or limits of accuracy.

The job requires hearing and speaking ability and normal vision, including visual acuity, depth perception, peripheral vision, and color vision.

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 may involve confined spaces.

\*\*\*\*\*

### **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 place of the SFSWMA employment application. Proof of education, driver's license, endorsements, professional licenses and/or certifications must be attached to the application.

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