

FLSA STATUS	Non-Exempt	CIVIL SERVICE	No
UNION	Municipal	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Landfill, Recycling	DEPARTMENT NUMBER	840, 843
REPORTS TO (TITLE)	Landfill Supervisor, Recycling Coordinator	JOB FAMILY	Community Development
PAY GRADE	1	DATE OF LAST REVIEW	December 2023

NATURE OF WORK

The Gatekeeper in the Landfill and Recycling series answers incoming calls and questions regarding landfill or recycling center operations. Weighs and makes appropriate charges for materials coming into the Landfill or Recycling Center; records the vehicle weight to keep track of the daily and monthly tonnage. Prepares reports and documents for federal and state agencies (ex.: Department of Natural Resources)

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

1. Receives incoming calls and answers questions regarding operations, and provides costs and instructions for disposal of hazardous or special wastes.
2. Weighs and makes appropriate charges for materials coming into the facility.
3. Guides waste haulers to the appropriate disposal areas.
4. Maintains daily logs and records on special waste, total tons of waste, and/or volume of waste to complete the appropriate reports and documents required. Provides the information needed for the semi-annual Department of Natural Resources report. Provides information to the department head as well as other facilities.
5. Keeps the office area and building clean and safe. Might assist in mowing, watering plants, landscaping as needed.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
Landfill

- Checks all incoming waste loads to ensure loads are covered the content of the load to prevent hazardous waste from entering the landfill.

Recycling Center

- Assist on sort line when needed

SUPERVISORY RESPONSIBILITIES

Does not officially supervise other employees

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High School Diploma or equivalent (G.E.D.)
AND
Two (2) years of experience in customer service relations, retail, banking, call centers and/or public contact;
OR
An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

LICENSING / SPECIAL REQUIREMENTS

Valid driver's license

Landfill Certification – Required for the Landfill

- Must be obtained within 12 months of appointment

Haz Whopper Training – Required for the Recycling Center

- Must be obtained within 12 months of appointment

SKILL / ABILITIES REQUIREMENTS

- Communication skills to deal with customers and other stakeholders
- Ability to resolve conflict and deescalate issues with customers, employees and other contacts
- Knowledge of computers and relevant software (ex.: Microsoft Office)
- Ability to prepare records and reports
- Mathematical skills

PHYSICAL REQUIREMENTS

Positions in this class typically require: balancing, stooping, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Ability to operate tools and equipment used at the landfill / recycling center.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats as needed.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position frequently include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Intense noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.
- Ability to maintain balance walking across uneven terrain.

CLASSIFICATION HISTORY	
DATE	COMMENT
December 2023	Updated per PDQ by BC

EEOC
<i>The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.</i>

ACKNOWLEDGEMENT	
I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.