

	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION	01/01/09
POSITION	TRANSFER STATION OPERATOR	MIN. HOURLY WAGE	\$14.1839
DEPARTMENT	SOLID WASTE (34-02-534)		
JOB CODE	43345	GRADE	G21

PHYSICAL LOCATION:

- 141 U.S. Highway 1 MM 9 Rockland Key (City of Key West Transfer Station)

REPORTING RESPONSIBILITIES:

- Reports directly to the Transfer Station Manager and/or the Utilities Manager and General Services Department Director.

GENERAL FUNCTIONS:

- Provide whatever labor may be needed in the operations of the transfer station, assisting the Manager.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to perform duties of this description
- Able to work a forty (40) hour work week and mandatory overtime when necessary
- Able to use equipment and/or materials as specified in this job description
- Able to see and hear well enough to perform the duties of this job description
- Able to lift 25 pounds to waist high and carry 25 yards unassisted
- Able to work in a physically strenuous job setting
- Able to work rotating or shifts/hours as scheduled (see below)
- Able to work outside in all types of weather'
- All types of vision are necessary, close, distance, color, peripheral, depth perception and focusing.
- 8 hour shifts as designated
- Scheduled 80 hours bi-weekly
- Must work all holidays (if scheduled)
- Overtime is mandatory when necessary

EQUIPMENT TO BE USED:

- Front-end loader, forklifts, sweeper, dump trucks, lawn maintenance equipment, various hand tools, power tools, pumps, power washer and may require some computer usage.

ENVIRONMENT:

- 50% outside all weather
- 30% inside - not air conditioned
- 20% inside - air conditioned
- Extreme heat, heights, fumes with airborne particles, toxic or caustic chemicals, and vibrations are present as well as loud noises. Safety equipment and training will be provided.

PHYSICAL REQUIREMENT:

- Varied amounts of time are spent standing, walking, sitting, smelling, talking, using hands and fingers to handle and feel, climbing or balancing, stooping, kneeling, crouching, crawling, reaching from a standing position, from a laying position sometimes working in small confined spaces.

DUTIES/TASKS/JOBS:

- Learn and follow all safety rules and procedures.
- Wear and maintain all personal protective equipment as required.
- Attend and participate in all safety meetings and training sessions.
- Operate front-end loaders, lawn maintenance equipment, and dump trucks as needed.
- Paint equipment and assist in general maintenance as required.
- Continuously inspect all equipment for signs of wear advising Manager of possible problems.
- Assist Maintenance Technician with equipment repairs if needed.
- Weigh and direct any City contracted trucks or act as relief to Scale Attendant when required.
- Clean tipping floor at end of day.
- Assist in weekly preventative maintenance and washing of equipment.
- Act as tipping floor “Spotter” as needed.
- Maintain solid waste in designated containment areas.
- Assist in the security of the property.
- General housekeeping as needed and litter control.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- High school diploma or equivalent.
- Proven mechanical aptitude.
- The knowledge or ability to learn how to operate all types of vehicles listed under Equipment Used.
- 2 years experience operating heavy equipment.
- Ability to work in confined spaces.
- Must have solid waste Spotter/Operator certification or the ability to obtain the same within 1 year after hire.
- High school diploma or equivalent.
- Valid Florida driver’s license.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____ have read this job description and hereby agree with the above noted "Acknowledgements", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
525 Angela Street, 1st floor
Key West FL 33040
Telephone: (305) 809-3714**