

ESTANCIA VALLEY SOLID WASTE AUTHORITY
is accepting applications for a **Station Attendant**.

Starting pay: \$16.07 per hour

Excellent benefits package, including:

- Health insurance
- PERA retirement

Minimum qualifications:

- High school diploma or GED
- Valid New Mexico driver's license with a clean driving record
- Must pass a drug screening and physical examination

To obtain a complete job description and application, visit:

Estancia Valley Solid Waste Authority

515 Allen St.

Estancia, NM 87016

or online at **www.evswa.com**

Equal Opportunity Employer



Laborer: Station Attendant

Position Specification



Classification: Regular Full-Time

Department: Collections

FLSA Status: Non-Exempt

Reports To: Field Operations Supervisor

Position Summary:

Estancia Valley Solid Waste Authority (EVSWA) operates collection stations for solid waste disposal and recycling drop-off for use by residential property owners in the unincorporated areas of Tarrant County. While normally assigned to a station, a Laborer who is a Station Attendant may be assigned to the collection station or to the Estancia Valley Regional Landfill (EURL), as needed. When assigned to either the Station or the EURL, the person in this position must perform all tasks needed for the safe and lawful operation of the facilities and equipment.

Essential Functions:

- Perform all assignments and duties in accordance with state, federal, and EVSWA safety rules and regulations, policies and procedures, and environmental rules and regulations.
- Perform oversight, record-keeping, operation, maintenance, and repair of the EURL septage pit and composting operations.
- Oversee disposition of all material brought in by customers for disposal/recycling and screen waste material to ensure compliance with all New Mexico Environment Department regulations and guidelines and EVSWA safety and operational policies and requirements. Keep self, other personnel, and customers safe, and report any safety concerns or necessary repairs to management.
- Assist customers with proper disposal and recycling of materials, including help with unloading and providing information to customers about regulatory and safety requirements/restrictions or alternate disposal sites. Disposal of materials may consist of bulky items weighing up to 80 lbs, including but not limited to, items such as refrigerators, furniture, or tires, etc. into proper areas.
- Maintain accurate, legible records as additionally required by EVSWA policies and state and federal regulations.
- Maintain the premises, including grounds and facilities/buildings as required by EVSWA policies, processes, and state and federal regulations to ensure the grounds and facilities are free of debris and litter, safety hazards, and unsightly conditions and that work areas are clean.
- Identify and report all safety concerns and needed repairs.
- Perform routine maintenance of EVSWA facilities including structures, ramps, stairs, containers, compactors and similar facilities and equipment as needed to provide security and prevent damage or deterioration.
- Operate EVSWA vehicles, equipment and tools properly and safely and perform routine inspections, repairs and routine preventive maintenance and light repair on EVSWA equipment.
- The Station Attendant may operate non-CDL required heavy equipment and, if so, will be paid in accordance with the any applicable language in the labor agreement.

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- Perform all work needed for the proper, safe and lawful operation of EVSWA facilities or as directed by a supervisor or other EVSWA management.
- May open and close the facility, ensuring that the station is opened in a timely manner and that it is properly closed, ensuring safety and security.
- Maintain good customer relations with EVSWA clientele.
- Implement contingency plan as needed.

Additional Job Duties, Functions, and Information:

- Operate trucks. Operate non-CDL heavy equipment, including baler, skid steer, fork lift, and loader,, all with training (See bullet point 10).
- Run errands as directed
- May be assigned to work as Landfill Laborer
- Other duties as assigned

Minimum Qualifications Required

- High school graduate or equivalent.
- Valid New Mexico driver's license with no serious violations in the past three years or more than one DUI. (A serious violation is a DUI or any violation resulting in imprisonment, suspension/revocation of license or a fine of \$100 or more.)
- Ability to communicate effectively in English to all customers - spoken and written, and to maintain written records in English.
- Ability to perform mathematic computations to accurately complete all required forms and reports.
- Ability to create and maintain written records of additional activities and waste streams.
- Ability to perform all essential functions of the position with or without a reasonable accommodation.

Additional Qualifications Considered

- Experience in a similar position with a solid waste disposal operation.
- Experience operating any of the equipment or tools used in this position.
- CDL driver's license.
- Ability to communicate in Spanish.

Working Conditions

The landfill is an outdoor facility that is operated five days a week, Monday through Friday, year-round and primarily from 7:00 am to 4:00 pm. Landfill operating hours and days of the week are subject to change. The Collection Stations operating hours vary depending on location. Assignment of location will determine operating hours. A small structure with a place to sit, a heater, and field toilet facilities are provided at each facility. Work is performed outside with exposure to the weather, noise, fumes, odors, dust and dirt. Work is performed on a variety of surfaces including vehicle surfaces, concrete, metal or wood surfaces or natural ground that may be flat,



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uneven, greasy, wet, or muddy. Work involves exposure to waste material that may contain asbestos, solvents, paints, pest control products, sharp objects, blood-borne pathogens, household medical waste or other potentially hazardous materials. EVSWA provides personal protective equipment (PPE) including, hard hats, steel-toed boots, gloves, safety glasses and any other PPE required for a particular task or assignment. Employees are required to use the PPE provided in accordance with EVSWA policies and state and federal rules and regulations.

Employees in this position must be able to move or shift items including lifting up to 80 lbs. with assistance. Employees will perform manual labor tasks such as digging, weeding or cleaning up trash and debris, using ladders and steps, using manual and power tools, and operating equipment, trucks and other vehicles that do not require a Commercial Driver's License (CDL). Employees in this position may be required to operate non-CDL heavy equipment. (See bullet point ten in Essential Functions.) All interaction and communications with EVSWA customers or the general public must be performed in a professional and courteous manner. EVSWA provides training on the safe and proper operation of all equipment and tools and the performance of all required work. Employees are required to perform work in accordance with this training and all EVSWA policies.

Equipment and Tools

- Hand tools such as shovels, hoes, brooms, rakes, hammers, wrenches, grease guns and similar hand and garden tools.
- Power tools such as drills, saws, screw and nail guns, generators, air compressors and similar shop tools.
- Power equipment such as lawn mowers, weed eaters, brush chippers and similar equipment.
- Large non-CDL equipment such as roll off containers, compactors, backhoes, loaders, skid-steers, forklifts and similar equipment.
- Other vehicles and trucks that do not require a CDL to operate.

Applicant/Employee Acknowledgement

I have received a copy of this Position Specification and have read it. I understand the expectations and demands of the position described and state that I can perform the essential functions of this position with or without a reasonable accommodation. I further understand that EVSWA is an equal opportunity employer and that I may request a reasonable accommodation at any time.

Name (Please Print): _____ Date: _____

Signature: _____