

# Bonner County Job Description



**Title:** Solid Waste Technician  
**Department:** Solid Waste  
**Supervisor:** Solid Waste Assistant Manager  
**Supervision Exercised:** None  
**BOCC Approval/Job Description Revision:** 10/4/2020

<b>Posting Title</b>	Solid Waste Technician
<b>General Summary</b>	<p>Performs a variety of duties related to the Solid Waste Department. Responsible for Solid Waste transfer stations, equipment and facilities which includes mechanical and maintenance roles to ensure proper operations. Serves as the operations foreman when the manager is unavailable. Covers all of these duties including maintain transfer station sites, assisting site attendants, plowing snow, picks up money from the sites and delivers to office staff and any other duties as needed.</p> <p>Incumbent performs a wide variety of work that typically involves a moderate level of complexity. Incumbent typically works under general directions and well known procedures. Work requires the exercise of normal self-direction as incumbent carries out instructions in oral, written, or diagram format. Incumbent works independently under infrequent supervision by regular supervisor. Primary communication takes place with members of the public who use the solid waste site facilities, vendors, and buyers associating with the department and regular communication between coworkers and supervisors. Work is typically performed in a garage or outdoor setting with regular exposure to inclement weather conditions. Travel is regular and typically does not extend beyond the assigned transfer station or other county facilities.</p>
<b>Essential Functions</b>	<p>The essential functions include, but are not limited to, the following duties and responsibilities that are not listed in any particular order of priority and may be amended or added to by the county at any time.</p> <ol style="list-style-type: none"> <li>1. Ensures a safe environment for employees and users of solid waste facilities.</li> <li>2. Ensures proper safety and cleanliness of equipment and work area.</li> <li>3. Maintains and repairs equipment and vehicles to keep them in proper working condition.</li> <li>4. Acts as the operations foreman in the absence of the manager.</li> <li>5. Operates the refrigeration CFC and compressor removal program. Assesses and removes materials necessary and ensures proper disposal.</li> <li>6. Performs the general duties of a Site Attendant and fills in for employees in their absence.</li> <li>7. Safely operates county vehicles, including daily inspections and maintenance.</li> <li>8. Hauls all refrigerated units and tires from various sites to the Colburn shop.</li> <li>9. Hauls all recyclables from various sites to designated locations.</li> </ol>

<b>Secondary Functions</b>	<ol style="list-style-type: none"> <li>1. Performs snow plowing and shoveling functions as needed for the site facilities and/or other assigned areas of the county.</li> <li>2. Assists manger as needed.</li> <li>3. Performs all other duties as assigned.</li> </ol>
<b>Specifications</b>	<ol style="list-style-type: none"> <li>1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent is required.</li> <li>2. Prior work experience in a related field preferred.</li> <li>3. Knowledge of basic math skills sufficient to count and record monetary transactions.</li> <li>4. Ability to read and interpret general documents including safety rules, maintenance instructions and information related to the position.</li> <li>5. Ability to communicate effectively, both orally and in writing. Most communication is made in a face to face setting with some written communication required for report writing and other paperwork. Ability to interact with the public in a professional manner.</li> <li>6. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.</li> <li>7. EPA Section 608 Type 1 certification for refrigeration decommissioning is required or must be completed within 6 months of hire date.</li> <li>8. 40- hour Hazwhoper certification is required or must be completed within 6 months of hire date.</li> <li>9. Must possess a valid state driver's license and maintain a good driving record.</li> </ol>
<b>Working Conditions</b>	<p>Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual hearing, talking, standing and some sedentary work; crouching, walking, stooping, and reaching. When assigned to transfer station and other facilities, may require lifting, pulling, pushing and carrying weights typically under 20 pounds, but may occasionally require lifting of 50 pounds. Incumbent typically works in an unsheltered area and subject to inclement weather and temperature conditions. Also regularly subject to noxious odors, physical hazards, hazardous materials and other conditions that may create a risk of physical harm with improper protection and continued exposure.</p>
<b>Disclaimer</b>	<p>This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.</p>

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_