

NEW RIVER RESOURCE AUTHORITY

POSITION DESCRIPTION OPERATIONS ASSISTANT

Responsibilities:

This position is responsible for performing duties associated with receiving, inspecting, and directing proper disposal of solid waste. This position is established under the Fair Labor Standards Act (FLSA) and is performed under the general supervision of the Manager.

General Duties:

- Operates landfill scales, keeps accurate records, and prepares weekly required operations reports. Collects and maintains scale daily cash fund.
- Assists and provides information to the public when receiving individual waste.
- Provides customers with proper assistance with disposal and recycling operations at NRRRA.
- Visually inspect waste.
- Collect and maintain the daily cash fund.
- Performs ground/housekeeping such as site maintenance activities involving physical labor, cleaning, and maintenance of Authority's buildings
- Assists with removal of litter from facility.
- Cleans and maintains Customer Convenience Area.
- Cleans and maintains facility roads signs.
- Drives the Authority's vehicles on errands
- Attends safety training and reports unsafe conditions to supervisor.
- Informs supervisor of any violations at the landfill, orally and/or in writing.
- Other duties as assigned.

Knowledge, Skills and Abilities:

General knowledge of scale operations; landfill operations; and Authority policies and procedures. Knowledge of methods and practices for the operation of tools, machinery, and equipment used. Understanding occupational hazards involved and precautions required for the safe use of equipment tools and supplies. Knowledge of traffic laws and regulations governing use of equipment and motor vehicles. Ability to understand and follow oral and written instructions, including maintenance procedures. Must be capable of performing productive work without immediate supervision. Ability to deal with the public in a polite and effective manner regarding disposal and billing of refuse at the landfill; ability to operate simple electronic scale instruments; ability to perform simple arithmetic calculations and keep accurate records for monthly billing; ability to understand and follow specific oral instructions; ability to resume responsibility for securing the landfill during scheduled breaks and at night; ability to communicate on the two-way radio.

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Education and Experience:

Any combination of education and experience equivalent to graduation from high school supplemented with computer training and/or job-related experience.

Safety Sensitive Designation:

Due to the nature of Authority operations, this position may involve safety sensitive functions, including but not limited to the operation of Authority vehicles, heavy equipment, and activities where impairment – whether from legal or illegal drugs, cognitive issues, alcohol, or otherwise - could pose a direct threat to the health and safety of employees, the public, or the environment. Employees in this role are subject to all applicable safety policies, including drug and alcohol testing requirements.

Special Requirements:

Must have a valid driver's license from the state of residence.

Salary: Band 2