

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of
employment.*

Date:	11/1/2018	Department:	Solid Waste (4210)
Title/(Status)/Job Code:	Solid Waste Specialist (1025)	Reports To:	Landfill Operations Manager
Pay Grade/Salary Range:	PG – 103 \$22,488.97 - \$34,857.90	Closing Date:	Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A skilled laborer, clerical and technical position responsible for the monitoring and checking of all refuse loads coming into the active cells at the landfill areas and for providing office and cashiering support functions related to the Solid Waste Department activities, including weighing, observing, determining fees, collecting monies, providing change and preparing receipts when required to administer proper change applications for the Solid Waste facility.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Opens landfill scale-house area for use by the general public and others in disposing of waste.
- Receives general public and determines appropriate charges for the dumping of waste, in accordance with adopted policies.
- Issues tickets and/or receipts corresponding with the appropriate charge.
- Keeps accurate record of monies received each day and makes report of such receipts.
- Balances and reconciles records. Closes and secures landfill scale area at the end of each work day.
- Performs light custodial duties.
- Assists in maintenance, office, and other operations of the Highlands County Solid Waste Management Center and other activities within the Solid Waste Department as required.
- Inspects each load for those refuse items not allowed into the active cell or a Class I landfill site and advises public of any restricted debris and gives instruction as to correct disposal methods available. Furnishes written reports of daily activities, vehicle inspections and load inspections.
- Operates light, automotive and landscaping equipment as required.
- Performs duties at both the actual working face and at other locations as specified by the Landfill Manager.
- Answers telephone and works harmoniously with staff and the general public in performing work duties.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the governmental rules and regulations pertaining to the disposal of solid waste.
- Ability to operate light, automotive and landscaping equipment.
- Ability to understand, communicate and carry out both written and oral instructions.
- Skill and ability in dealing with members of the general public in an occasional adversarial situation.
- Ability to perform manual laboring tasks under adverse weather conditions.
- Skill in the operation of construction equipment.
- Ability to operate equipment over rough terrain.
- Knowledge of cashiering principles and procedures.
- Ability to perform daily work involving written or numerical data, and to make arithmetic calculations accurately.
- Ability to maintain clerical records.
- Ability to receive cash funds and make change accurately.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.

PHYSICAL SKILLS:

Must be able to remain in a stationary position for 10% of the time. Frequently communicates with the public and co-workers. Must be able to exchange accurate information in these situations. Frequently ascends/descends stairs, ladders, scaffolding, etc. Occasionally moves materials and equipment weighing up to 40 lbs. Frequently works in a outdoor environment up to four (4) hours; to include dirt, dust and odors. Frequently operates a motor vehicle or heavy equipment for up to four (4) hours continuously or intermittently. Frequently positions self to work under or around various items to perform maintenance tasks. Occasionally works in rugged terrain; to include very steep, wet, muddy, rough, uneven or rocky surfaces. Positions require physical exertions such as bending, crouching, stooping, stretching, reaching or similar activities. Continuous exposure to moderately high noise levels.

MINIMUM QUALIFICATIONS:

1. EDUCATION AND EXPERIENCE:

Graduation from high school or possession of an acceptable equivalent diploma. One year experience in cashiering work. Knowledge of Microsoft Word and Excel programs.

2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver License. Must possess or have the ability to obtain required certification for both landfill spotter and load checking programs in accordance with regulations by the Department of Environmental Protection (DEP) by attending or having attended training at the University of Florida (TREEO) or other DEP and County approved training facility.

3. OTHER JOB RELATED REQUIREMENTS:

Disaster Essential