

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Landfill Operations Specialist
Department: Environmental Management
Revised : August 2022

Class : Administrative Support
FLSA: Non-exempt

This job description supersedes any prior description for the Landfill Operations Specialist classification.

GENERAL DESCRIPTION

Varied clerical work of moderate responsibility involving the application of the appropriate guidelines or regulations used in a variety of tasks. Supervision is received from the Assistant Director of Landfill Operations who reviews work through periodic conferences and analysis of work completed.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Processes incoming and outgoing mail; routes documents to the proper source.

Greets the public; answers questions from the public in person and by telephone; gives out specific information and instructions; sets up appointments and educates all facility patrons on landfill safety protocols

Manages all scale clerks in work assignments, shift scheduling and coverage.

Orders office supplies; processes invoices for payment and provides customers with weigh reports.

Issues applications and/or permits for departmental services; gives out specific information and instructions.

Maintains and/or processes a variety of departmental records, forms, reports, logs, and files including frequent waste screening records and daily deposit records.

Performs duties of other positions of the same or higher classification level as necessary.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of rules and regulations pertaining to solid waste management.

Ability to identify specific waste types for proper solid waste management.

Thorough knowledge and understanding of solid waste operations plan for the MSWLF of Rowan County and solid waste regulations.

Ability to screen communications and, based on content, handle independently or route to proper source.

General knowledge of office practices and procedures; working knowledge of arithmetic and its uses in general office work.

Job Title: Landfill Operations Specialist

Page : 2

Ability to compile information based on general instructions; record information and to balance figures; ability to learn and apply specific laws, departmental rules and regulations relating to verifying, processing, and maintaining records and documents.

Ability to type with accuracy at a minimum speed of 40 words per minute, with correct spelling, grammatical structure, punctuation, and without typing errors; ability to proofread; ability to use judgment in organizing and establishing arrangement and format, and to perceive sentence and grammatical structure from dictation or dictating equipment.

Ability to utilize computer software applications including Microsoft Word, WasteWorks and Excel.

Ability to gather and give basic information and instructions regarding departmental programs based on inquiries; learn a general knowledge of persons and agency programs; and to schedule appointments and meetings.

Ability to establish and maintain effective working relationships with other employees, commercial customers and the general public.

Ability to work in a fast-paced industrial work environment.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school and five years of directly related solid waste management experience or equivalent experience, preferably supplemented by community college courses in secretarial science, waste management, business administration or related field. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**