



Human Resource Division

Eileen J. Sedillo
Human Resource Director

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Commissioner - District 3

Maria L. Martinez
Commissioner - District 4

Vidal Martinez, Ed. D.
County Manager

SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the Temporary Full Time Position of Collection Center Operator I. The Collection Center Operator manages the San Miguel County's Solid Waste Disposal Facility known as a Collection Center. The employee performs under the supervision of the Public Service Operations Supervisor and Public Service Operations Transportation Foreman. The Collection Center Operator monitors the Center, maintains logs which include information of the users and the type of refuse being deposited. This includes assisting users in unloading refuse, sorting particular items such as white goods, metal, batteries, tires and other items. The Collection Center Operator ensures that residents are registered customers with San Miguel County pursuant to the County's Solid Waste Ordinance and provides residents information regarding use of the facility also works to provide a high level of professionalism, courtesy and convenience for all residents utilizing the facility.

PUBLIC SERVICE OPERATIONS DIVISION RANGE II

SALARY RANGE:

\$20,120.00 - \$25,000.00

Deadline for Applications is Friday, January 4, 2019 at 3:00 p.m. Applications and a detailed job description may be picked up from the San Miguel County Human Resource Office located at 500 West National, Suite 202. You may also obtain an application and a job description by logging on to San Miguel County's Web Site at www.co.sanmiguel.nm.us. San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.


Vidal Martinez, Ed. D., County Manager

Date

12.20.18


Eileen Sedillo, Human Resource Supervisor

Date

Published: December 28, 2018

**SAN MIGUEL COUNTY
PUBLIC SERVICE DIVISION
COLLECTION CENTER OPERATOR I
JOB DESCRIPTION**

RANGE II

Salary: \$20,120.00- \$25,000.00
Status: Classified Position
FLSA: Non-Exempt

DEFINITION:

The Collection Center Operator I manages San Miguel County's solid waste disposal facility known as a Collection Center. The employee performs under the supervision of the Public Service Supervisor and/or the Solid Waste Field Foreman. The Collection Center Operator I works independently at the Collection Center utilizing his or her own professional judgement in operation of their duties. The Collection Center Operator will be required to provide a safe, efficient, sanitary, and cost effective service to the citizens of the County. The Center is staffed during designated hours of operation by the Collection Center Operator and the employee will work to provide a high level of professionalism, courtesy and convenience for all residents utilizing the facility.

GENERAL:

The Collection Center Operator I monitors the Center, maintains logs which include information of the users and the type of refuse being deposited. This includes assisting users in unloading refuse, sorting particular items such as white goods, metal, batteries, tires and other items. The Collection Center Operator I ensures that residents are registered customers with San Miguel County pursuant to the County's Solid Waste Ordinance and provides residents information regarding use of the facility.

RESPONSIBILITIES AND DESCRIPTION OF WORK PERFORMED:

- Performs services with minimal supervision and must be dependable and reliable to ensure the Center is open during designated hours of operation;
- responsible for maintaining the area free from debris and trash and keep clean at all times;
- provide assistance to the elderly and persons with special needs;
- must be familiar with the compactor and related equipment and oversee general maintenance of the equipment;
- responsible for maintaining logs and records of all users to include, but not limited to, their name, type of waste, and all other information as necessary;
- responsible for ensuring that all users are classified and registered pursuant to the County's Solid Waste Ordinance for billing purposes;

- ensures solid waste bins are replaced and notifying the Public Service Division when bins are ready for pick up;
- adhere to all County and State requirements regarding safety and operational regulations;
- and perform all other duties and required and assigned.

QUALIFICATIONS:

The candidate must possess a High School Diploma or G.E.D. equivalent and be able to perform the requirements with the least amount of supervision. Must have knowledge and experience in a related field or public service and must be able to communicate with facility users in a positive and respectful manner and manage the overall operation of the Collection Center.

The candidate must possess and maintain a valid driver's license.

OTHER REQUIREMENTS:

The Collection Center Operator must respond to, and report and document all accidents, emergencies, and serious incidents and contact Emergency Medical Services or a Law Enforcement agency to include Sheriff, New Mexico State Police, and City Police as required. The Operator must report all emergencies and incidents to their immediate chain of command to include their supervisor or Public Service Supervisor. Must be able to work and make decisions independently utilizing their own professional judgment in certain circumstances.

PHYSICAL REQUIRMENTS:

Mobility Factor:

Walks 20%, Sits 20%, Climbs 10%, Bends 20%, Lifts 20% 2-25 lbs., Runs 5%, Crawls 5%.

Specific Movements:

Back: Bends regularly, stands, lifts, sits, squats

Arms: Reaches, carries 20-50 lbs. short distances; lifts from floor to waist, and from waist above head;

Legs: Bends, walks, kneels, climbs, jumps.

Hands: Gross dexterity occasionally; grasps/manipulates, frequent; speed required often, bilateral coordination, frequent; continuous hand/eye coordination.

JOB DESCRIPTION APPROVED BY THE BOARD OF COUNTY COMMISSIONERS ON:

July 13, 2016
 COUNTY MANAGER _____ DATE: 7/16/16
Kate Sullivan
 HUMAN RESOURCE SUPERVISOR _____ DATE: 7/11/16

EMPLOYEE _____ DATE: _____