



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-091
PUBLIC WORKS
TRANSFER STATION OPERATOR/CDL

Position Title:	Transfer Station Operator/CDL	Pay Level:	\$20.13 – \$30.20
Position Open Date:	12/5/2024 – Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Transfer Station
Supervisor:	Department Director		

POSITION SUMMARY:

Responsible for performing standard operation, maintenance, and monitoring duties of the Pueblo’s solid waste Transfer Station. In addition, to transporting waste containers to Sandoval County Landfill for disposal.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High School Diploma or General Equivalency Diploma (GED).

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver’s License
New Mexico Class A CDL holder required.
Background Investigation
CPR & First Aid certification within ninety (90) days of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to performance under adverse environmental conditions and exposure to chemicals, biohazards, and electrical currents.

ESSENTIAL FUNCTIONS:

- Empties, cleans, and lines waste receptables and dispose of trash.
- Operates the compaction unit in a safe and efficient manner.
- Monitors for hot ashes and ensures waste is not burned.
- Advises customers on acceptable and unacceptable solid waste; directs them to designated solid waste bins; ensures improper and unregulated material is not accepted; direct all recyclable waste to designated collection bins.
- Ability to operate a motor vehicle with a recycling trailer attached.
- Keeps work area clear and clean of debris; cleans work area and roads leading to and from the landfill including adjoining properties, neighbors, and any are affected by dumped or blowing trash daily.
- Maintains all rules posted and set by the Pueblo of Jemez, prevents the use of the transfer station by unauthorized individuals.
- Secures the transfer station facility at the end of operational hours.
- Reports all violations to immediate supervisor.
- Reports the need for maintenance or repair of facilities to the appropriate supervisor; corrects or reports any fire or safety hazards and places barriers in public areas.
- Maintains equipment, materials, and supplies in proper condition.
- Observes safe working practices, including maintaining grounds in a safe condition.
- Ensures the safety of residential and commercial drivers while disposing solid waste material.
- Performs an operational and safety check of the equipment before use; checks fuel and fluids levels, air pressures, hydraulic systems, and lubrication points; performs lubrication of essential parts. Performs minor adjustments and preventive maintenance and reports the need for major maintenance or repair.
- Can safely operate Backhoe, Skid steers and Mini Excavator.
- Coordinate with heavy equipment vendors for maintenance of backhoes and skid steer via email or phone.
- Prepare timesheets, request quotations and verification forms for supply purchases electronically.

ESSENTIAL FUNCTIONS (CONT.):

- Requisitions materials, supplies, and equipment; ensures adequate supply inventories via email or phone.
- Maintains a variety of records; makes periodic and special reports of work performed.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Basic computer skills in Microsoft Office, Excel, Power Point and Email Outlook.
- Use and minor maintenance of hand and power tools and equipment used in the work.
- Safe work methods and safety regulations pertaining to the work.
- Basic records management principles and practices.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Capabilities, operational characteristics, adjustment, and preventive maintenance of the types of equipment to which assigned.
- Capabilities, operational characteristics, adjustment, and preventive maintenance of a variety of trucks and related equipment.
- Traffic laws and ordinances applicable to equipment operation.

Skill in:

- Safely using and maintaining hand and power tools related to the work.
- Understanding and following oral and written directions.
- Prepared basic records and reports of work performed.
- Driving a variety of trucks skillfully and safely.
- Adjusting and performing preventive maintenance on the equipment to which assigned.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024