



Job Description

CLASSIFICATION TITLE:	Transfer Site Operator
DEPARTMENT:	Public Works
EFFECTIVE DATE:	01 July 2021
REVISION DATE:	
REPORTS TO:	Utilities Supervisor
EMPLOYMENT STATUS:	Part-Time
FLSA STATUS:	Non-Exempt
PAY GRADE:	

PURPOSE OF POSITION

The City of Blanchard operates a collection center for the benefit of citizens of the City of Blanchard and nearby rural areas with Blanchard addresses, to dispose of household waste and limited other items. The operator ensures that City policies are followed, and ensures that the site is maintained in accordance with Oklahoma Department of Environmental Quality and Environmental Protection Agency regulations, and with the City's contract with Waste Connections of Oklahoma, Incorporated.

ESSENTIAL JOB FUNCTIONS

- Serve as an operator for the City Collection Center to ensure that the City of Blanchard and Customers of the Transfer Site follow DEQ and City Policies for items accepted/rejected at the transfer site.
- Ensure all transfer site customers have a current pass.
- Maintain the cleanliness of the transfer site at all times which includes sweeping, washing, and picking up small trash.
- Maintain a daily log of all vehicles entering and using the facility.
- Perform all duties with exceptional customer service and treat all citizens fairly and courteously.

EDUCATION, TRAINING & EXPERIENE REQUIRED

- High school diploma or equivalent education
- Valid driver's license.
- Must obtain Oklahoma license within thirty (30) days of hire.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED

- Must be able to communicate clearly both orally and in writing with the general public and city employees.

- Must have experience in customer service.
- Ability to make independent decisions with little or no supervision.
- Ability to handle multiple tasks and prioritize responses.

PHYSICAL/MENTAL REQUIREMENTS

- See, hear and communicate orally and in writing.
- Walk, bend over, stand for long periods, and lift up to 25lbs from ground level.
- Handle stressful situations.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

- Work in all weather conditions.
- Requires attention to safe work and operating procedures to ensure the safety of one's self, and the general public.

Hours of Operation:

Mon-Fri: 3:00-6:00 PM

Saturday: 8:00 AM-12:00 PM

EMPLOYEE AWARENESS

- Implement and assure adherence to City of Blanchard's policies and procedures regarding Equal Employment Opportunity.
- Adheres to City of Blanchard's initiative on business ethics and conduct.

JOB LOCATION

This job is located at the City Transfer Site Located at 850 Roosevelt St., Blanchard OK

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.