



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	805-2500-017 805-2500-018	Last Revised:	06/27/2016
Position Title:	Utility Worker-Transfer Station	Department:	Solid Waste Operations
Reports to:	Transfer Station Supervisor	Division:	Administration & Public Works

Primary Function: Performs various assigned duties as needed in the general upkeep of Transfer Station deposit area. Monitors the trash brought into the Transfer Station to ensure that it is placed in the proper area and sorted as required.

Job Duties and Responsibilities:

- Monitors all trash deliveries and ensures they are emptied in the proper location.
- Physically and visually assists on the Transfer Station floor sorting out hazardous materials, scrap metal, and wood debris and properly disposing of them to their receptacles. Tires are also included as they must be loaded into a trailer for disposal.
- Maintains a clean environment inside and outside the Transfer Station building using a high pressure hose and washer to clean walls and floor.
- Wears safety equipment and clothing to suit the job such as gloves, safety glasses, and steel toed boots.
- Performs job duties according to established safety guidelines and Tribal policies.

Education /Experience: High School or equivalent education is preferred but not required. Less than one month of working experience would be required to perform the job.

Job Knowledge: Must have a general knowledge of the Transfer Station operations, procedures, and cleaning requirements. Also an understanding of the types of municipal solid waste that is loaded into the trailers for transport out of this facility. Must be familiar with Transfer Station's safety rules and regulations.

Contact with Others: Jobs are independent and must be performed in coordination with others. Works in close proximity to others where carelessness on the part of an individual could result in serious injury.

Mental /Visual /Physical Effort: Must have mental awareness when on the jobs site with the Heavy Equipment Operator and customers constantly moving on the floor. Visual allows you to recognize hazardous and other materials that are not allowed in the transport trailers. Physical effort requires moving arms and legs to reach, move, and lift heavy objects.

Environment: Work is performed both inside and outside with exposure to inclement weather. Frequently exposed to but not limited to fumes, broken glass, jagged and/or rusty metal. There is very minimal handling of biohazard waste. These conditions can/will be unsanitary. Works in close proximity to moving heavy equipment with moving mechanical parts. Following established safety guidelines and procedures would minimize the likelihood of injuries.

Resourcefulness & Initiative: Most duties are repetitive with little variance, however, other tasks may be assigned on a day to day basis.

**Responsibility for
Safety /Equipment:**

Failure to properly clean the facility could create an unsafe working environment and pose a health hazard to workers and the community. Monitors the dumping of all material and ensures that is placed or stored in the proper location.