

Preserving the environment through integrated recovery and disposal.

The Oneida-Herkimer Solid Waste Authority has a vacancy and is accepting applications for the following full-time position:

(1) Operations Assistant

Facility Location: Regional Landfill (RLF) in Boonville

The regular work week will be: Monday through Friday, 7:00 AM to 3:30 PM

[This position will require Saturday / overtime hours.]

Wage Range: \$19.76 to \$24.70 per hour

Overtime Wage Range: \$29.64 to \$37.05 per hour

*****Excellent Benefits Package*****

Operations Assistant responsibilities include duties of a Weigh Scale Operator and Solid Waste Management Worker I. Please refer to the attached Job Description for a description of typical work activities and experience requirements.

Note: *Weigh Scale Operator is a competitive Civil Service position. An individual appointed to this position is considered provisional. A Provisional Employee has no status or rights to employment. To become a permanent employee, the individual must take a Civil Service examination when it is offered, pass the examination, and be reachable on the Certified Eligible List that results from the civil service examination. Position placement is contingent upon pre-employment drug and alcohol screening.*

Interested individuals should apply online at:

<https://oneida-portal.mycivilservice.com/post/otheropp>

OR

Email a completed Employment Application to:

Hailey Hutchinson, HR Coordinator at haileyh@ohswa.org

or Mail to: Oneida-Herkimer Solid Waste Authority
Attn: Hailey Hutchinson, HR Coordinator
1600 Genesee St., Utica, NY 13502

- Equal Opportunity Employer-

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GET SOCIAL WITH THE AUTHORITY:



Jurisdictional Class: Competitive **AUTHORITY TITLE = OPERATIONS ASSISTANT**
EEO Category: Skilled Craft
Adopted: 05/08/2019

WEIGH SCALE OPERATOR - SOLID WASTE MANAGEMENT WORKER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for operating a computerized weigh scale device to weigh trucks entering the facility and activities related to the weighing tasks as well as assisting in the efficient operation of facilities by inspecting the moving waste stream to identify and remove incompatible materials. The work is performed under general supervision of a Principal Accounting Supervisor and under direct supervision of a Senior Weigh Scale Operator. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Weighs and records weights of solid waste and recyclables deposited for processing;
Determines type of refuse of such material;
Calculates daily totals for each waste class type, for material received and shipped out;
Issues computer scale receipts to truck drivers for material received under contract;
Checks weight of trucks by computerized scale;
Loads and unloads vehicles and assists in proper disposal of various materials;
Inspects processed materials and loads for compatibility with the process being utilized;
Operates front-end or bucket loaders, forklifts and other specialized equipment at direction of supervisor;
Performs a variety of simple manual tasks such as shoveling, painting, general building and maintenance work and grounds keeping.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the operation of large vehicle weighing devices; working knowledge of the operation of medium and heavy motor equipment; ability to read truck numbers and accurately weigh and record tonnage; ability to distinguish between various categories of waste, i.e., refuse, recyclables, construction and demolition debris, incinerator residue, green waste and sludges; ability to read, understand and utilize simple charts; ability to sort simple records; ability to perform manual tasks requiring good hand and eye coordination; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with others; ability to operate an alpha-numeric keyboard on a personal computer; ability to communicate effectively both orally and in writing; ability to lift heavy weights; willingness to work outdoors, occasionally under adverse weather conditions; mechanical aptitude.

MINIMUM QUALIFICATIONS: Six (6) months of experience in a public or private sanitation collection and/or disposal activity as a weighing-station or scale operator (weighing trucks at off-highway inspection stations) or in weighing other large and heavy items for recording purposes; **AND**

- (A) Three (3) months of experience in the operation of specialized or heavy motor equipment; **OR**
- (B) Six (6) months of experience in the operation of medium motor equipment.

SPECIAL REQUIREMENT: Possession of a New York State Weighmaster License at time of appointment. License must be maintained throughout appointment.

NOTE: Verifiable part-time and/or volunteer experience as described above will be pro-rated toward meeting full-time experience requirements.