FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: CONTAINER SITE MONITOR

DEPARTMENT: SOLID WASTE

If you have any questions about this position vacancy please call: 406-758-5910

NUMBER OF POSITIONS OPEN: 1 BARGAINING UNIT: Operators - SW

☑ FULL TIME ☑ REGULAR (YEAR ROUND POSITION) STARTING WAGE: $15.09 per hour

☐ PART TIME ☐ SEASONAL

☐ TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.
SEE ATTACHED JOB DESCRIPTION.
Additional information:

Container Site Monitor will mainly be at the Somers & Ashley Lake sites. Location may change at the discretion of the Operations Manager.

Schedule consists of one 4-hour day (Lakeside site) and four 9-hour consecutive days/week (4.5 days) and will include Saturdays & possibly Sundays.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.
FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

08160-003

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. 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 change.

Job Title:	Container Site Monitor	**Job Code:**	08160
Department:	Solid Waste	**Pay Grade:**	Union
Reports to:	Operations Manager	**FLSA Status:**	☒ **Non-Exempt** ☐ **Exempt**

Department Overview: The Flathead County Solid Waste District provides environmentally sound and cost-effective refuse collection, disposal and recycling opportunities for Flathead County residents and businesses. Our facilities are a major part of the economic and environmental infrastructure of Flathead County. Long range planning and fiscal integrity ensures decades of capacity with minimal financial impacts to Flathead County citizens.

Job Summary: The Container Site Monitor performs a variety of tasks including educating, explaining and enforcing landfill policies and procedures to private and commercial haulers or citizens, promoting recycling, and directing haulers to disposal locations based on material. An incumbent in this position will work at a Solid Waste container site, must maintain an open and customer service oriented environment, and cooperate with other County departments and governmental entities.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Report to work site on time in order to unlock container site gate at the scheduled time.
- Explain and enforce Solid Waste District disposal policies.
- Keep container site free of litter and prepare appliance area for pick-up.
- Direct residential haulers to proper disposal areas at the site or to the landfill.
- Answer questions regarding acceptable refuse and alternate disposal sites.
- Direct commercial haulers to the landfill.
- Distribute flyers and pamphlets regarding recycling; answer questions regarding recycling.
- Operate, perform daily inspection and maintain cardboard compactor.
- Operate snow blower in winter and weed eater in summer.

- Operate communication system (cell phone, radio, etc.)

Non-Essential Functions:

- Perform other duties as assigned including, but not limited, to attending staff or safety meetings, providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions:

- The employee is constantly required to stand, walk, stoop, and reach.
- The employee is frequently required to talk and listen.
- The employee is frequently required to lift and/or move up to 50 pounds.
- The employee is constantly required to be outdoors in all weather conditions.
- The employee is provided with a heated, air conditioned attendant shed with no plumbing; a portable toilet and water cooler are provided.

Supervision Exercised: The primary function of this job is not in a supervisory capacity.

Knowledge, Skills, and Abilities:
The job requires the ability to obtain 40 hour hazardous waste training certification.

The job requires the ability to obtain First Aid and AED certification.

The job requires the ability to work flexible days/hours, including weekends.

The job requires a valid Montana driver's license and safe driving record.

The job requires the ability to lift up to 50 pounds.

The job requires the ability to effectively meet and deal with the public; communicate effectively verbally and in writing; handle stressful situations; work extra hours as required; understand and explain landfill policies; establish and maintain effective working relationships with management, employees, and the public.

The employee must learn to interpret and apply well-defined administrative rules, regulations, and policies to determine how to take care of problems and issues on the spot.

Education and Experience:
The job requires education and experience equivalent to graduation from high school or GED which indicate possession of the knowledge, skills and abilities listed.

Action	Date	Reference
Adopted	01/30/2006	Commissioners' Minutes
Revised	02/23/2011	Commissioners' Minutes
Revised	07/16/2012	Commissioners' Minutes
Revised	05/12/2014	Commissioners' Minutes