



POSITION OPEN

CONVENIENCE CENTER OPERATOR Engineering & Public Works

1257-05

PURPOSE OF CLASSIFICATION: The purpose of this classification is to oversee daily collection operations of the convenient center and to interact with the public to explain the benefit of recycling and disposal options available in the convenient center, and options for those items the center does not accept. Duties include, but are not limited to: monitoring the grounds and equipment; maintaining the center; controlling traffic flow during operational hours; monitoring the capacity of compactor and recycle containers for removal; and performing other duties as assigned by the Solid Waste Coordinator.

ESSENTIAL FUNCTIONS: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Interacts with the public to explain the benefit of recycling and disposal options available in the convenient center and options for those items the center does not accept. Opens and closes the convenient center facility for operation. Monitors the capacity of the compactor and recycle container's, and contacts driver for removal when they are full. Coordinates maintenance/repair of compactor to supervisor. Monitors the equipment and grounds of the center for unsafe conditions, and reports any maintenance or repairs to supervisor. Controls traffic flow into and out of the Convenient Center facility during operations hours. Visually inspects facility users' materials to insure compliance with area of disposal or non disposal. Keeps grounds of facility clean by sweeping, raking, picking up broken glass and loose paper debris, and maneuvering items to proper locations. Monitors activities of convenience centers to include collecting recyclable goods and sorting materials properly. Rotates containers to prevent them from filling up at same time. Direct traffic away from work zones when large trucks and/or heavy equipment are being used in the center.

ADDITIONAL JOB FUNCTIONS: May mow grass, cut weeds, or perform general building and grounds maintenance duties. Correct unsafe conditions if possible or blocked from public access until corrective action are taken. Responds to and reports immediately if called upon by local regional or central office supervisors, as part of a coordinated emergency response by the Knox County Department of Health. Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS: High School Diploma, or GED; with six (6) months experience working with heavy equipment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must complete and pass required on-line webinar safety test(s) within appropriate timeframes from date of hire as designated by the County. Must be able to deal with public courteously.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines, tools, and equipment to include a front end loader, compactor, rake, shovel, broom, weed eater, etc. Must be able to use body members to stand, bend, stoop, climb steps, walk, work, move or carry objects or materials. Must be able to lift 30 pounds. Physical demand requirements are at levels of those for active work.

SALARY: \$9.23 per hour

DEADLINE: Applications must be received in the office by February 10, 2012 (4:30 p.m.)

If you need reasonable accommodations to complete an application or for an interview, please contact the Department of Human Resources. Some accommodations take several days to arrange. Please notify us early to make the arrangements.

Non-discrimination: Knox County prohibits discrimination in employment on the bases of race, color, sex, age, religion, national origin, and disability status.

APPLY TO:

Knox County Human Resources, Room 360, City/County Building, 400 Main Street, Knoxville, TN 37902. Knox County is an Equal Opportunity Employer.