


ITB 14-009 ADDENDA 2 ATTACHMENT B

	THE CITY OF KEY WEST Job Description	Non-Union, Non-Exempt Position	
		DATE OF REVISION	01/06
POSITION	TRANSFER STATION SUPERVISOR	MIN. ANNUAL SALARY	\$37,482.00
DEPARTMENT	Utilities (34-02-534)		
JOB CODE	43335	GRADE	N29

PHYSICAL LOCATION:

- 141 U.S. Highway 1 MM 9 Rockland Key (City of Key West Transfer Station)

REPORTING RESPONSIBILITIES:

- Reports directly to the Utilities Manager and General Services Department Director.

GENERAL FUNCTIONS:

- Supervises the operation of the transfer station, which is open, 6 days a week, including holidays.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to effectively communicate.
- Able to work an forty (40) hour work week as indicated below as well as mandatory overtime as assigned.
- Able to work on a shift as designated.
- Able to use and/or operate all equipment and materials as specified in this job description.
- Able to supervise personnel with firmness and fairness.
- Able to work in a physically strenuous job setting.
- Able to lift 25 lbs. to a height of 45 inches and carry it 50 yards unassisted.
- Computer literate and keyboard/mouse proficient.

HOURS – DAYS:

- 8 hour shifts as designated
- Scheduled 80 hours bi-weekly
- Must work holidays (if scheduled).

EQUIPMENT TO BE USED:

- A Transfer Station Manager must be able to run all equipment necessary to the operation of the transfer station, including but not limited to: Computers, all safety equipment, front-end loaders, forklifts, sweepers, dump trucks, various hand tools, power tools, pumps (centrifugal, diaphragm, vain and multi-stage), power washer, air compressors, welding equipment, Scale Equipment, and various hydraulics.

ENVIRONMENT:

- 15% outside all weather
- 5% inside not air conditioned
- 70% inside - air conditioned
- 10% Extreme heat, fumes with airborne particles, and the risk of electrical shock are present as well as loud noise. Safety instructions, equipment and training will be provided.

PHYSICAL REQUIREMENTS:

- Varied amounts of time are spent standing, walking, sitting, smelling, talking, using hands and fingers to handle and feel, climbing or balancing, stooping, kneeling, crouching, crawling, reaching from a standing position, from a laying position, sometimes working in small confined spaces. It is expected you should be able to lift 25 pounds easily without assistance. All types of vision are necessary, close, distance, color, peripheral, depth perception and focusing.

DUTIES/TASKS/JOBS:

- Must be able to perform all the duties of the Transfer Station Operators.
- Maintain all records of transfer station operations, operational changes or abnormalities and informing supervisor of same.
- Issue work orders for equipment repair and maintenance.
- Keep the facility in operating compliance with applicable federal, state and local environmental and safety regulations.
- Insure the transfer station is operating in accordance with established City/Department policies and procedures.
- Ability to counsel staff, offering constructive suggestions for improvement, with appropriate follow-up.
- Must demonstrate good oral and written communication skills
- Prepare bi-weekly time sheets for employees under supervision, maintaining records concerning time off or reprimands.
- Maintain necessary supplies for transfer station operation, including but not limited to, safety supplies (medical, hard hats, gloves, etc.) within the boundaries set by the budget.
- Inform the Utilities Director of existing and potential problems.
- Supervise, train, monitor and evaluate the performance of the Transfer Station Operators.
- Evaluate applicants for openings in the department.
- Assist Scale/Tipping Floor Attendant with customer service as needed.
- Keep City property secure.
- Train employees to improve skills and safety awareness.
- Assist in the preparation of budgets.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Must have a thorough understanding of the principles of good supervision.
- Must have a thorough understanding of all safety rules (OSHA) and procedures.
- A working knowledge of the various parts of the transfer station, their function and how they interrelate.
- Must demonstrate a good command of oral and written communication.
- Must have a basic knowledge of personal computing.
- Ability to recognize a potential or existing need or problem, analyze, determine the best solution and implement the necessary solution.
- Must be able to use accounting software such as AS400 or equivalent.
- Must be able to handle emergency situations in a calm and efficient manner.
- Must have a minimum of 5 years supervisory experience.

- Must have a minimum of 8 years experience in solid waste handling.
- Must have ASME solid waste handling certification or ability to obtain the same within 1 year after hire.
- High school diploma or equivalent.
- Valid Florida driver's license.

Periodically duties, equipment, material, and/or job setting, other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.


I _____, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand the job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
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**Apply at:
City Hall, Office of Human Resources
525 Angela Street, 1st floor
Key West, FL 33040
Telephone: (305) 809-3714**

	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION	11/06/09
POSITION	TRANSFER STATION MECHANIC	MIN. HOURLY WAGE	\$16.9599
DEPARTMENT	General Services – Solid Waste (34-02-534)		
JOB CODE	43340	GRADE	G27

PHYSICAL LOCATION:

- 141 U.S. Highway 1 MM 9 Rockland Key (City of Key West Transfer Station)

REPORTING RESPONSIBILITIES:

- Reports directly to the Transfer Station Manager and/or the Utilities Manager and General Services Department Director.

GENERAL FUNCTIONS:

- This is skilled mechanical work in the repair and maintenance of transfer station facilities, and other equipment, to include trucks, tractors, heavy equipment and diesel powered equipment. Perform diagnostics, trouble-shooting, repairs and maintenance on City vehicles and equipment, work to include paint and bodywork on front-end loaders, trucks, and all other type of vehicles/equipment.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with co-workers, other City Staff, vendors and the general public.
- Able to work a forty (40) hour work week, overtime, and possible flex-shifts when necessary.
- Able to use equipment and or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in this job description.
- Able to operate a motor vehicle.
- Able to operate heavy equipment
- Able to lift 50 pounds waist-high and carry 25 yards unassisted.
- Able to work in a physically strenuous job setting.
- 8 hour shifts as designated.
- Scheduled 80 hours bi-weekly..
- Must work all holidays (if scheduled)
- Overtime is mandatory when necessary.
- Able to work outside in all types of weather.
- Computer literate, keyboard/mouse proficient.
- Able to diagnose mechanical and electrical problems.

EQUIPMENT TO BE USED:

- All mechanic tools and equipment, multi-meter, pressure testing equipment, air compressor, diagnostic computer, fuel pumps, paint sprayer, computer and other related equipment.

ENVIRONMENT:

- Outside in all weather conditions, mechanical garage, and occasional off-premise road calls.

PHYSICAL REQUIREMENT:

- Standing 40%
- Climbing 5%
- Sitting 10%
- Bending 35%
- Reaching 10%

DUTIES/TASKS/JOBS:

- Perform all phases of mechanical repair and maintenance work necessary on the transfer station facilities and all transfer station/City vehicles and equipment.
- Follow all safety rules and regulations of the General Services Department and the City.
- Keep all tools and equipment clean and in working condition.
- Keep the garage bays, parts and tool room clean.
- Performs all other related work as required.
- Diagnose and repair vehicles and equipment with limited supervision.
- Perform minor paint and bodywork on the vehicles/equipment as required.
- Work in a team environment.
- Perform work of equal and lower classifications as assigned.
- Complete repair orders thoroughly and legibly.
- Maintain a computerized work order/job order and inventory system.
- Use and comprehend service/parts manuals to order items for repairs and inventory using a telephone or computer.
- Maintain the transfer stations high voltage leachate pumping and lighting systems.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Considerable knowledge of the occupational hazards and safety precautions of the trade.
- Ability to read and complete maintenance forms in English.
- Ability to read and understand blue prints, electrical and hydraulic schematics.
- Ability to diagnose and repair vehicles and equipment with limited supervision.
- Ability to get along and work well with fellow employees, supervisors and public.
- Ability to use own judgement in day-to-day matters, working with a minimum of supervision.
- Ability to work well with members of this and other agencies.
- Knowledge of two-way radio operation.
- Knowledge of automotive electrical and 24volt systems.
- Ability to work as part of a team.
- Two (2) years post high school experience in mechanical operations, including repair and maintenance to all types of vehicles and/or equipment.
- Experience in paint and body work preferred
- Mechanical and electrical vehicle repair and diagnostic experience required.
- Experience with diesel and gas fuel vehicles preferred.
- Three years experience in heavy equipment and engine repair and maintenance preferred.
- State of Florida Drivers License with allowance for operation of heavy equipment preferred and the ability to obtain a wrecker/tow truck (CDL) Class B with passenger endorsement to be achieved within 90 days of employment.
- Experience with hydraulic controls and equipment required.
- Certification and/or specialized training of the trade are preferred.
- High School graduation or GED.

“Safety Sensitive” Job position requirements of the Omnibus Transportation Act, effective January, 1996

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

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Rev: 11/09 gr/loc

	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION	10/26/09
POSITION	SCALE/TIPPING FLOOR ATTENDANT	MIN. HOURLY WAGE	\$14.1839
DEPARTMENT	Utilities (34-02-534)		
JOB CODE	42265	GRADE	G21

PHYSICAL LOCATION:

- 141 U.S. Highway 1 MM 9 Rockland Key (City of Key West Transfer Station)

REPORTING RESPONSIBILITIES:

- Reports directly to the Transfer Station Manager and/or the Utilities Manager and General Services Department Director.

GENERAL FUNCTIONS:

- Control the Weigh Station /Tipping Floor area, weighing /directing trucks as well as maintaining area.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Computer literate and keyboard/mouse proficient
- Able to read, write, speak and understand English in order to communicate with co-workers and supervisory staff.
- Able to work a forty (40) hour work week and mandatory overtime when necessary.
- Able to use and/or operate all equipment and materials as specified in this job description.
- Able to work in a physically strenuous job setting.
- Able to lift 50 lbs. to a height of 45 inches and carry it 50 yards.

EQUIPMENT TO BE USED:

- Front end loader, forklift, sweeper, bobcat, dump trucks, various hand and power tools, pumps, power washer, riding and hand lawn mower, weedwhacker. Also, a personal computer, calculator and Fairbanks Scales, both manual and electronic.

ENVIRONMENT:

- 50% outside all weather
- 50% inside - air conditioned
- Extreme heat, heights, fumes with airborne particles, toxic or caustic chemicals and the risk of electrical shock are present as well as loud noise. Safety equipment and materials are always provided.

PHYSICAL REQUIREMENTS:

- Varied amounts of time are spent standing, walking, sitting, talking, using hands and fingers to handle and feel, climbing or balancing, stooping, kneeling, crouching, crawling, reaching from a standing position, sometimes working in small confined spaces. It is expected you should be able to lift 50 pounds without assistance to a height of at least 45 inches and carry it 50 yards. All types of vision are necessary, close, distance, color, peripheral, depth perception and focusing.

DUTIES/TASKS/JOB:

- Greet, direct citizens as necessary, answering questions concerning the dumping of solid waste or directing to Administrative Assisting or Shift Supervisor as needed. Promoting a harmonious and mutually beneficial relationship between the Utilities Department and the citizens of Key West.
- Weigh trucks on manual /computerized scale, entering information on either a manual ticket or computer.
- Inspect trucks for hazardous waste and/or mixed load.
- Calculate and charge customers the dumping fees, maintaining petty cash, and balancing on a daily basis.
- Direct trucks to area of unloading, watching random trucks unload safely and for unloading violations.
- Assist drivers to unload when necessary.
- Push garbage with loader or bobcat to keep tipping floor area clean and safe.
- Power wash tipping floor, walls, loader, drain, road, scale, and scale area.
- Paint railings, scale, safety markings, hydrants and tipping floor walls.
- Maintain grassy area around tipping floor and roadway using mower, weedwhacker, as well as trimming plants, sweeping and washing areas.
- Pump and maintain drains, tipping floor and scale.
- Assist Industrial Technician or Shift Supervisors as necessary and when possible.
- Must inspect, on a daily basis, all heavy equipment used (loader, etc.) for fluids and possible problems, greasing weekly, and notifying the Industrial Technician Supervisor of any possible problems.
- Assist in the security of City property.
- General housekeeping as needed.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- High school diploma or equivalent.
- Basic knowledge of personal computers is required.
- Must know or have the ability to learn quickly, a 10 key calculator, beam scale, and how to operate heavy equipment.
- Ability to operate a motor vehicle.
- Must know or have the ability to learn quickly, industrial (OSHA) and vehicle safety procedures.
- 3 years experience with cash handling.
- 12 months experience with personal computers.
- High school diploma or equivalent.
- Valid Florida operator's license.
- 2 years experience operating heavy equipment in an industrial environment.

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Rev: 10/09 gr-loc

	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION	03/01/13
POSITION	TRANSFER STATION OPERATOR	MIN. HOURLY WAGE	\$14.1839
DEPARTMENT	SOLID WASTE (34-02-534)		
JOB CODE	43345	GRADE	G21

PHYSICAL LOCATION:

- 141 U.S. Highway 1 MM 9 Rockland Key (City of Key West Transfer Station)

REPORTING RESPONSIBILITIES:

- Reports directly to the Transfer Station Manager and/or the Utilities Manager

GENERAL FUNCTIONS:

- Provide whatever labor may be needed in the operations of the transfer station, assisting the Manager.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to perform duties of this description
- Able to work a forty to forty-eight (40 - 48) hour work week and mandatory overtime when necessary
- Able to use equipment and/or materials as specified in this job description
- Able to see and hear well enough to perform the duties of this job description
- Able to lift 50 pounds to waist high and carry it 50 yards unassisted
- Able to work in a physically strenuous job setting
- Able to work rotating or shifts/hours as scheduled (see below)
- Able to work outside in all types of weather'
- All types of vision are necessary, close, distance, color, peripheral, depth perception and focusing.
- 8 hour shifts as designated
- Scheduled 88 hours bi-weekly (alternating Saturdays)
- Must work all holidays (if scheduled)
- Overtime is mandatory when necessary

EQUIPMENT TO BE USED:

- Front-end loader, forklifts, sweeper, dump trucks, manlifts, lawn maintenance equipment, various hand tools, power tools, pumps, power washer and may require some computer usage.

ENVIRONMENT:

- 20% outside all weather
- 60% inside - not air conditioned
- 20% inside - air conditioned
- Extreme heat, heights, fumes with airborne particles, toxic or caustic chemicals, and vibrations are present as well as loud noises. Safety equipment and training will be provided.

PHYSICAL REQUIREMENT:

- Varied amounts of time are spent standing, walking, sitting, smelling, talking, using hands and fingers to handle and feel, climbing or balancing, stooping, kneeling, crouching, crawling, reaching from a standing position, from a laying position sometimes working in small confined spaces.

DUTIES/TASKS/JOB:

- Learn and follow all safety rules and procedures.
- Wear and maintain all personal protective equipment as required.
- Attend and participate in all safety meetings and training sessions.
- Operate front-end loaders, lawn maintenance equipment, and dump trucks as needed.
- Paint equipment and assist in general maintenance as required.
- Continuously inspect all equipment for signs of wear advising Manager of possible problems.
- Assist Maintenance Technician with equipment repairs if needed.
- Weigh and direct any City contracted trucks or act as relief to Scale Attendant when required.
- Clean tipping floor at end of day.
- Assist in weekly preventative maintenance and washing of equipment.
- Act as tipping floor "Spotter" as needed.
- Maintain solid waste in designated containment areas.
- Assist in the security of the property.
- General housekeeping as needed and litter control.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- High school diploma or equivalent.
- Proven mechanical aptitude.
- The knowledge or ability to learn how to operate all types of vehicles listed under Equipment Used.
- 2 years experience operating heavy equipment.
- Ability to work in confined spaces.
- Must have solid waste Spotter/Operator certification or the ability to obtain the same within 1 year after hire.
- High school diploma or equivalent.
- Valid Florida driver's license.

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