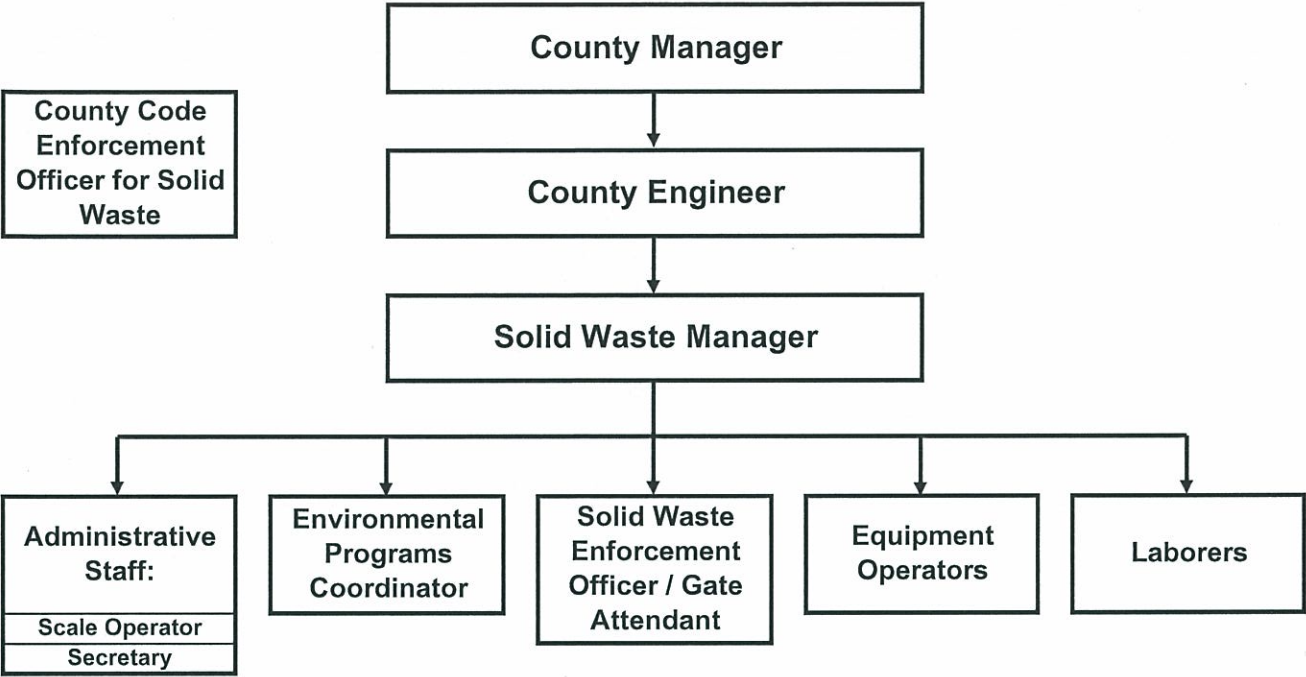
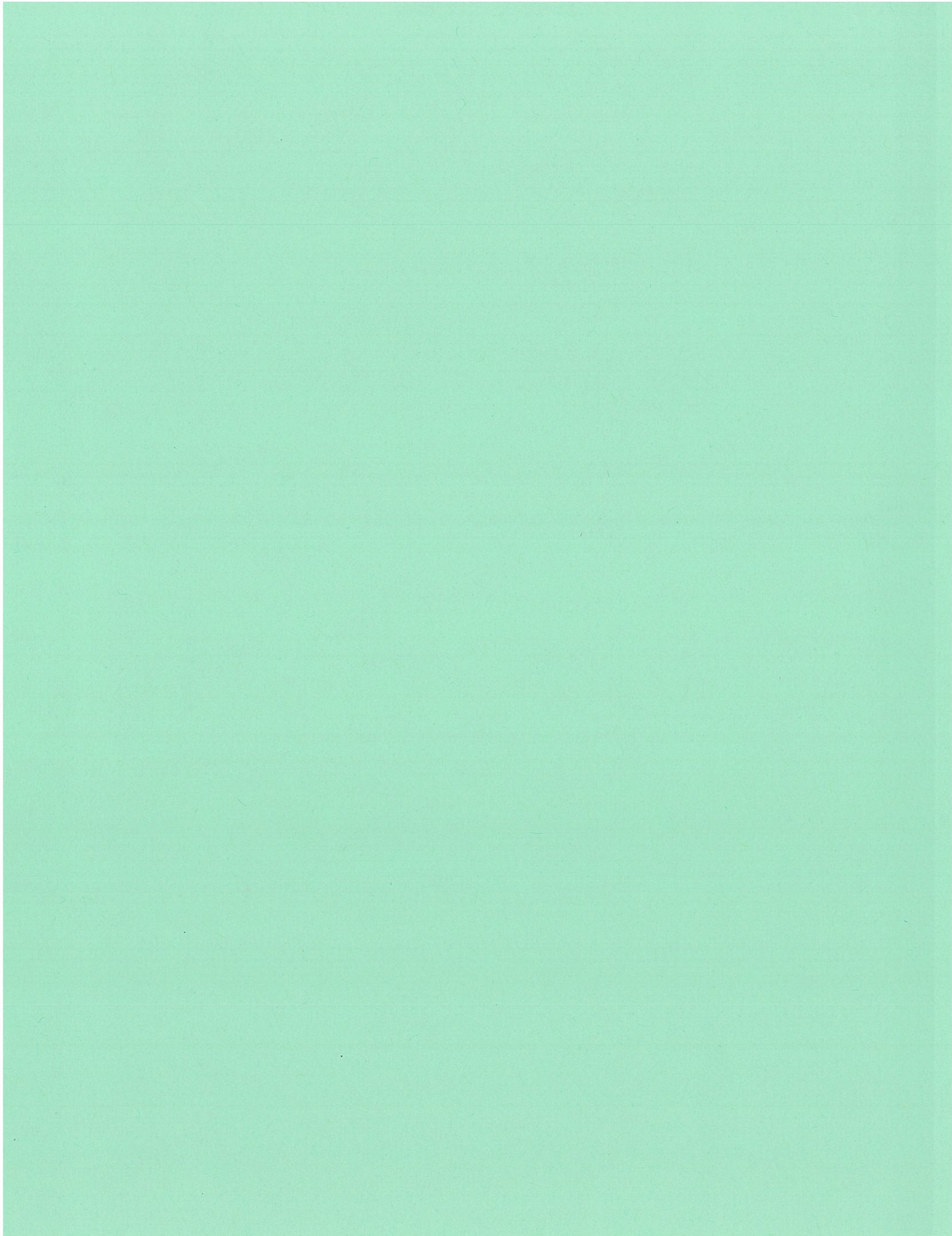


APPENDIX D

Organization Chart and Staffing

**SOLID WASTE DIVISION
ORGANIZATION CHART**







SOLID WASTE MANAGER					
Department:	Solid Waste	Position Number:	472002	FLSA Status:	Exempt

GENERAL DEFINITION OF WORK:

Performs complex administrative and supervisory work managing all phases of the solid waste operations in Henderson County; performs related work as required. Work is performed under general supervision. Exercises full supervision of the Solid Waste staff. Reports to the Director of Engineering and Facilities.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Plans, organizes, supervises, and directs Solid Waste staff; coordinates and oversees all operations of the Solid Waste facility; ensures compliance with local, state, and federal regulations pertaining to solid waste disposal and recycling; prepares, administers, and monitors departmental budget.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Hires, trains, evaluates, disciplines, and dismisses staff as necessary; oversees the processing of payroll records.
- Assists in long-range planning of solid waste programs.
- Develops and implements a preventative maintenance program for heavy equipment.
- Oversees operation of shop facilities and maintenance of equipment.
- Oversees site maintenance, erosion control, site monitoring, and policing of site.
- Purchases or oversees the purchasing of supplies and equipment.
- Accompanies state inspectors and engineers during visits/inspections of the Solid Waste Facility.
- As needed, operates and trains for heavy equipment.
- Oversees all excavation and filling activities, and storm water management of site.
- Prepares, reviews and maintains accurate records, manuals, reports, and files.
- Prepares various correspondence, reports, and other written materials.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of local, state, and federal laws and policies pertaining to solid waste collection, processing, and disposal; thorough knowledge of NCDENR rules and regulations regarding environmental sanitation; thorough knowledge of modern techniques and methods used in the operation of a sanitary landfill; thorough knowledge of the occupational hazards and proper safety precautions involved in the operation of heavy equipment; general knowledge of the operation and use of motorized heavy equipment used at the landfill; ability to plan, direct, and coordinate the work of others; ability to analyze solid waste problems and implement effective solutions; ability to operate a variety of motorized equipment used at the landfill; ability to communicate effectively orally and in writing; ability to safely and efficiently operate a motor vehicle; ability to attend work regularly; excellent interpersonal skills, supervisory/managerial skills.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to Bachelor's degree in business administration, civil engineering or engineering technology or related field. Extensive and progressively responsible experience in the management of a solid waste facility, including supervisory experience.

PHYSICAL REQUIREMENTS:

Light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects; work requires climbing, balancing, reaching, standing, walking, pushing, pulling, lifting, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



communications and/or make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles and equipment; determining accuracy, neatness and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of a valid North Carolina driver's license. Must be certified as either a Landfill Manager or Transfer Station Operator by the Solid Waste Association of North America. Designation as a Landfill Specialist by the Solid Waste Association of North America preferred.





SECRETARY 4			
Department: Solid Waste	Position Number: 472004	FLSA Status: Nonexempt	

GENERAL DEFINITION OF WORK:

Performs intermediate skilled clerical duties, public contact, and administrative office duties in assisting the County Engineer and Solid Waste Manager; does related work as required. Work is performed under regular supervision. Reports to the Solid Waste Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Prepares routine correspondence; compiles and summarizes information on various reports; maintains a variety of records, reports, and documents; collects fees; answers telephone and assists solid waste patrons.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Screens and routes materials according to the content of communications.
- Records business transactions and daily solid waste activity in journals, ledgers, and on special forms.
- Records minutes of required solid waste meetings; transcribes minutes.
- Types documents from typed/handwritten copies and/or machine dictation; responsible for correct spelling; punctuation, format, and grammar.
- Designs and drafts information and materials for various newsletters, pamphlets, and brochures.
- Performs daily data input for various solid waste records.
- Maintains contact with field personnel regarding office activities and deadlines.
- Processes employee payroll and accounts payable for the Solid Waste Department.
- Orders departmental supplies.
- Manages office during absence of Solid Waste Manager.
- Assists the County Engineer with the preparation of the annual budget.
- Coordinates copy preparation.
- Prepares, files, and retrieves materials utilizing knowledge of organization and activities.
- Reviews state and county solid waste rules and regulations in order to answer questions from the general public and other departments concerning solid waste disposal.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of office practices and procedures; general knowledge of accounting practices and procedures; general knowledge of solid waste operations and staff assignments; some knowledge of regular and revised state and county solid waste rules and regulations; ability to operate office equipment required by the position, including a computer; ability to maintain accurate records and prepare reports; ability to summarize, compile, and tabulate narrative and numerical material; ability to communicate effectively orally and in writing; ability to attend work regularly; excellent interpersonal skills.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in secretarial/clerical work.

PHYSICAL REQUIREMENTS:

Sedentary work requiring the exertion of up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects; work requires reaching, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of office machines, determining accuracy, neatness and thoroughness of work, and observing general surroundings and activities; the worker is not substantially exposed to adverse environmental conditions.

SPECIAL REQUIREMENTS: N/A

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.





SOLID WASTE SCALE OPERATOR			
Department: Solid Waste	Position Number: 472014	FLSA Status:	Nonexempt

GENERAL DEFINITION OF WORK:

Performs responsible clerical and accounting work associated with weighing vehicles delivering waste to the County Solid Waste Department; does related work as required. Operates hand held or desk top computer equipment for processing vehicles outside at the entrance to the Solid Waste Facility or through scales. Collects fees for solid waste from incoming customers. Work is regularly scheduled to alternate between Scale House and Gatehouse. Work is performed under regular supervision. Reports to the Solid Waste Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Operates hand held computer system for Flat Fee customers, weighs trucks and reads scales; completes weight tickets; accepts payment of fees and charges; maintains accurate records of fees received and/or charged; provides information, instruction, and direction to patrons concerning solid waste fees and procedures.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Records pertinent information of daily activities; prints daily reports of disposal activities; balances daily receipts, cash, and charges; completes bank deposits; makes daily bank deposits.
- Assigns permit numbers to vehicles.
- Updates computer system with applicable account changes.
- Locates and copies files and records.
- Copies and submits various information to the Finance Department; works with Finance Department concerning collection of fees and other related accounting aspects.
- Manually records scrap metal weights.
- Assists guard with permit renewals.
- Assists in directing patrons to proper disposal areas.
- Issues North Carolina Weighmaster Certifications as requested.
- Weighs and completes various forms for outgoing solid waste.
- Keeps all equipment stocked with needed supplies; report supplies needed to Solid Waste Administration.
- Performs janitorial duties at scale house.
- Performs general office filing.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of clerical accounting practices and procedures; ability to operate office equipment required by the position, including a personal computer; ability to keep accurate records and prepare reports; ability to communicate effectively orally; ability to attend work regularly; excellent interpersonal skills required.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in clerical accounting.

PHYSICAL REQUIREMENTS:

Light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects; work requires reaching, standing, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, peripheral vision, preparing and analyzing written or computer data, determining accuracy, neatness and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, and atmospheric conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



SPECIAL REQUIREMENTS:

Rotating of shifts and or schedules and Saturday work is required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.





HEAVY EQUIPMENT OPERATOR I					
Department:	Solid Waste	Position Number:	472005	FLSA Status:	Nonexempt

GENERAL DEFINITION OF WORK:

Performs responsible semiskilled work in the operation of one or more types of motorized heavy equipment to dispose of refuse at the County Landfill; performs related work as required. Work is performed under regular supervision. Reports to the Solid Waste Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Operates one or more types of motorized heavy equipment (i.e., bulldozer, compactor, front end loader, roll-off trucks, tractor trailer trucks, farm tractor, and/or backhoe), as assigned, to spread, pack, and cover refuse and debris; assists in directing patrons and/or controlling disposal of refuse at landfill site.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises landfill use by public on rotating weekend schedule.
- Assists with minor maintenance/related care to motorized equipment used at landfill.
- Cleans trash/debris from areas adjacent to dump sites; may grade areas for future use.
- Grades and seeds completed sites according to regulations.
- Installs drainage pipes in new and completed sites to insure proper drainage.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the operation of motorized equipment used at the County landfill; general knowledge of the occupational hazards and proper safety precautions involved in the operation of heavy equipment; some knowledge of modern techniques, rules, and regulations used in the operation of a landfill; ability to operate a variety of motorized equipment used at the landfill; ability to perform minor maintenance to heavy motorized equipment; ability to follow oral instructions; ability to attend work regularly.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in the operation of heavy motorized equipment.

PHYSICAL REQUIREMENTS:

Medium work requiring the exertion of up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects; work requires climbing, reaching, pushing, pulling, lifting, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, peripheral vision, operation of motor vehicles or equipment; determining accuracy, neatness and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Must be certified by SWANA as Transfer Station Operator Specialist within twelve (12) months of initial employment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.





HEAVY EQUIPMENT OPERATOR II					
Department:	Solid Waste	Position Number:	472008	FLSA Status:	Nonexempt

GENERAL DEFINITION OF WORK:

Performs responsible semiskilled work in the operation of one or more types of motorized heavy equipment to dispose of refuse at the County Landfill; performs related work as required. Work is performed under regular supervision. Reports to the Solid Waste Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Operates one or more types of motorized heavy equipment (i.e., bulldozer, compactor, front end loader, motor grader, roll-off trucks, tractor trailer trucks, farm tractor, and/or backhoe), as assigned, to spread, pack, and cover refuse and debris; assists in directing patrons and/or controlling disposal of refuse at landfill site.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises landfill use by public on rotating weekend schedule.
- Assists with minor maintenance/related care to motorized equipment used at landfill.
- Cleans trash/debris from areas adjacent to dump sites; may grade areas for future use.
- Grades and seeds completed sites according to regulations.
- Installs drainage pipes in new and completed sites to insure proper drainage.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the operation of motorized equipment used at the County landfill; general knowledge of the occupational hazards and proper safety precautions involved in the operation of heavy equipment; some knowledge of modern techniques, rules, and regulations used in the operation of a landfill; ability to operate a variety of motorized equipment used at the landfill; ability to perform minor maintenance to heavy motorized equipment; ability to follow oral instructions; ability to attend work regularly.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in the operation of heavy motorized equipment.

PHYSICAL REQUIREMENTS:

Medium work requiring the exertion of up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects; work requires climbing, reaching, pushing, pulling, lifting, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, peripheral vision, operation of motor vehicles or equipment; determining accuracy, neatness and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Must be certified by SWANA as Transfer Station Operator Specialist within twelve (12) months of initial employment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.





HEAVY EQUIPMENT OPERATOR III					
Department:	Solid Waste	Position Number:	472018	FLSA Status:	Nonexempt

GENERAL DEFINITION OF WORK:

Performs intermediate semiskilled work in the operation of one or more types of motorized heavy equipment to dispose of refuse at the County Landfill; performs related work as required. Work is performed under regular supervision. Exercises limited supervision of subordinate staff in the absence of the Solid Waste Manager. Reports to the Solid Waste Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Operates one or more types of motorized heavy equipment (i.e., bulldozer, compactor, front end loader, motor grader, roll-off trucks, tractor trailer trucks, farm tractor, and/or backhoe), as assigned, to spread, pack, and cover refuse and debris; assists in directing patrons and/or controlling disposal of refuse at landfill site.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises subordinates in the absence of the Solid Waste Manager; reports incidents to County Engineer.
- Assists in the departmental safety issues and safety training.
- Supervises landfill use by public on rotating weekend schedule.
- Assists with minor maintenance/related care to motorized equipment used at landfill.
- Cleans trash/debris from areas adjacent to dump sites; may grade areas for future use.
- Grades and seeds completed sites according to regulations.
- Installs drainage pipes in new and completed sites to insure proper drainage.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the operation of motorized equipment used at the County landfill; thorough knowledge of the occupational hazards and proper safety precautions involved in the operation of heavy equipment; some knowledge of modern techniques, rules, and regulations used in the operation of a landfill; ability to operate a variety of motorized equipment used at the landfill; ability to perform minor maintenance to heavy motorized equipment; ability to follow oral instructions; ability to attend work regularly.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in the operation of heavy motorized equipment.

PHYSICAL REQUIREMENTS:

Medium work requiring the exertion of up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects; work requires climbing, reaching, pushing, pulling, lifting, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, peripheral vision, operation of motor vehicles or equipment; determining accuracy, neatness and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Must be certified by SWANA as Transfer Station Operator Specialist within twelve (12) months of initial employment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.





LABORER I					
Department:	Solid Waste	Position Number:	472011	FLSA Status:	Nonexempt

GENERAL DEFINITION OF WORK:

Performs responsible unskilled routine maintenance duties in the care and maintenance of the County landfill property; performs related work as required. Work is performed under regular supervision. Reports to the Solid Waste Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Relieves gate guard as necessary; stacks scrap tires in tire trailers; assists with clean up of the County landfill property; assists with ground maintenance.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Picks up trash and windblown debris.
- Cleans recycling and oil collection areas.
- Loads recycling materials.
- Performs grounds maintenance such as hydroseeding, mowing, and trimming of grasses on property.
- Assists with installation of drainpipes.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of mowing and trimming equipment; ability to perform physical tasks for extended periods of time; ability to attend work regularly; excellent interpersonal skills.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

PHYSICAL REQUIREMENTS:

Medium work requiring the exertion of up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects; work requires stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, peripheral vision, operation of machines, operation of motor vehicles or equipment; determining accuracy, neatness and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of a valid North Carolina driver's license.





LABORER II			
Department: Solid Waste	Position Number: 472017	FLSA Status: Nonexempt	

GENERAL DEFINITION OF WORK:

Performs responsible unskilled routine maintenance duties in the care and maintenance of the County landfill property; performs related work as required. Work is performed under regular supervision. Reports to the Solid Waste Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Responsible for daily operation of tire collection area; assists in daily cleaning of recycling and oil collection areas; cleans recycling building; assists with clean up of the County landfill property; assists with ground maintenance.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Stacks scrap tires in tire trailers; orders tire trailers; coordinates delivery and shipment of tires with haulers.
- Cleans tire trailer floors.
- Collects, reviews, and certifies customers' DEHNR Scrap Tire Certifications; delivers certificates to Solid Waste Administration Office staff weekly.
- Assists in cleaning recycling and oil collection areas.
- Provides information to customers concerning recycling and solid waste procedures via telephone and in-person.
- Assists with cleaning litter from roadsides and windblown debris when necessary.
- Assists with grounds maintenance such as hydroseeding, mowing, and trimming of grasses on property.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of mowing and trimming equipment; ability to perform physical tasks for extended periods of time; ability to attend work regularly; excellent interpersonal skills.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

PHYSICAL REQUIREMENTS:

Heavy work requiring the exertion of up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work requires stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for depth perception, peripheral vision, preparing and analyzing written or computer data; operation of machines, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

N/A

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.





SOLID WASTE AND LITTER CONTROL ENFORCEMENT OFFICER I

Department: Solid Waste	Position Number: 472016	FLSA Status: Nonexempt
-------------------------	-------------------------	------------------------

GENERAL DEFINITION OF WORK:

Performs responsible technical work in the prevention of illegal or malicious solid waste disposal for the Solid Waste Department; performs related work as required. Work is performed under regular supervision. Reports to the Solid Waste Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Monitors activities and disposal of refuse at the County Landfill; makes routine investigations of waste disposal at landfill; determines violations of the County Solid Waste Ordinance relating to refuse disposal; collects applicable fees; assists in directing and instructing patrons in proper landfill.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Travels to observe routes of regular landfill patrons; inspects sources of solid waste
- Inspects demolition landfills away from the County Landfill.
- Processes and issues warning tickets for first violations of rules, regulations, or ordinances pertaining to use of landfill.
- Reviews driver's licenses and identification of landfill patrons; requires certificates of origin as necessary to ensure use of landfill by County residents only.
- Ensures commercial haulers have required permits, as necessary.
- Inspects vehicles, trucks, trailers, and the like, as appropriate, and required by County Solid Waste Ordinance.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the Henderson County Solid Waste Ordinance; some knowledge of modern techniques, rules, and regulations used in the operation of a landfill; some knowledge of the rules and regulations of the State Board of Health regarding environmental sanitation; some knowledge of the geographic layout of the county; ability to safely and efficiently operate a motor vehicle; ability to physically inspect vehicles and the like; ability to communicate effectively orally; ability to attend work regularly; excellent interpersonal skills.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some landfill or sanitation experience.

PHYSICAL REQUIREMENTS:

Light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects; work requires standing and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for depth perception, peripheral vision, operation of motor vehicles, determining accuracy, neatness and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, and atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of a valid North Carolina driver's license.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

