

**City of Gustavus**  
**Gustavus Disposal and Recycling Center (DRC) Operator Position Description**

**Title: DRC Operator**

**Regular Position:** The DRC Operator position is a regular, seasonal full-time/ seasonal part-time, hourly position. The DRC Operator is expected to work up to 40 hours per week during the peak season of May – September, and 30 – 38 hours per week for October – April. The DRC Operator is expected to be present on all days that the DRC is open to the public and other catch-up days as need requires. DRC Operator works as the interim DRC Manager when need arises.

**Supervisor:** DRC Manager/ Operator

**Work Location:** Disposal and Recycling Center and Community Chest

**Summary**

- The DRC Operator has the primary responsibility of managing the intake, processing and final disposal of all the recyclable and non-recyclable waste delivered to, and processed by, the DRC facility. This includes such operations as the baling of recyclable and non-recyclable waste, the use of the waste mound and the food waste composting operation.
- The DRC Operator is responsible for customer flow and customer safety while the public is using the facility. The DRC Operator works with the public helping them make sure all deliveries conform to the DRC's operating policy - i.e., knowing what wastes acceptable and what wastes are not, and how to handle and dispose of special or hazardous wastes in accordance with related regulations
- The DRC Operator accepts payment of user and product fees and is responsible for collecting and reconciling funds from the DRC and Community Chest and making deposits to the City Treasurer on a periodic basis.
- The DRC Operator is responsible for equipment maintenance of all the equipment used at the DRC and works with the DRC Manager in planning for equipment replacement.
- The DRC Operator is responsible for assuring that DRC operations are conducted in a safe, and environmentally responsible manner. In compliance with City policy and with State and Federal regulations.
- The DRC Operator serves as the supervisor for DRC temporary labor pool staff (Pool) and performs on-site training for Pool staff on the safe operation of DRC equipment. The DRC Operator works with the DRC Manager in the recruiting and interviewing of Pool applicants.
- The DRC Operator has the responsibility of performing regular janitorial duties at the DRC and keeping the facility clean. Additionally, the DRC Operator is responsible for

light carpentry and building maintenance of DRC facilities including the Community Chest.

- The DRC Operator is encouraged to be aware of management activities and projects at the DRC to be available to work in place of the DRC Manager/ Operator on a temporary or interim basis. The DRC Operator works with the DRC Manager/ Operator in the development of DRC policies.
- The DRC Operator has the responsibility of collecting solid waste and revenue from the Community Chest on a regular basis.

**Qualifications, Abilities & Physical Requirements:**

- Applicants with prior work experience at the DRC or at other recycling oriented solid waste disposal facilities are preferred.
- Applicants must be able to do hard physical work in an un-heated and/or outdoor environment.
- Applicants must be able to lift 50 - 70 pounds of weight and manually move palletized materials weighing 500 - 1,600 pounds using a pallet jack.
- Applicants need to be comfortable operating the DRC's all-wheel steer and skid-steer loaders, large and small balers, glass pulverizer and other equipment. In short: the applicant must be comfortable operating powered equipment.
- Applicants must be able to operate electric saws, crowbars, wrenches and other hand tools.
- Applicants must be able to follow the DRC's operating protocols and be able to maintain daily paperwork.
- Applicants must have a working knowledge of how to use computers, computer operating systems and be able to learn customized software.
- Because of power equipment use all applicants must be 18 years of age or older.
- Applicants must have a valid State of Alaska Driver's license or capable of obtaining one within 30 days of hire. They must maintain insurability as determined by the City's insurance carrier. A Commercial Driver's License is not necessary but preferred.
- Access to an insured vehicle capable of hauling bagged solid waste is desirable.
- Applicants with a history of regular attendance that is punctual and dependable is required.
- Applicants must be trustworthy and use ethical behavior when dealing with internal and external customers.
- Applicants with a history of safe work practices and proper use of safety equipment is imperative.

**Training Provided:** On-site instruction of safe operating procedures for all applicable DRC equipment is provided as well as instruction and demonstration of proper paperwork, software & general waste handling procedures.

**Training desired:** Professional developmental training based on SWANA Manager of Landfill Operations, Compost Facility Operator Training, 24- or 40-hour HAZWOPER training and specialty training such as diesel mechanics and hydraulic systems training. Training is constrained by the DRC's operating budget.

**Notice:** Employees shall conduct city work only within the City of Gustavus unless an employee is on an authorized business trip.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the city and requirements of the position change.