

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929



Position	<i>Sanitation Operator</i>	Type	<i>Permanent, Full-Time</i>
Department	<i>Public Works</i>	Class	<i>Non-Exempt</i>
Supervisor	<i>Sanitation Lead</i>	Salary	<i>Union /Grade # 17</i>

Summary

The Sanitation Operator is responsible for the operation, maintenance, and repair of the Borough's Waste Transfer Facility and for providing garbage collection services throughout the community. This position works independently and cooperatively under the supervision of the Sanitation Lead.

Distinguishing Career Features

The Sanitation Operator is a skilled classification responsible for the full operation of sanitation systems, equipment and services. This position plays a critical role in maintaining community cleanliness and in managing the Borough's Waste Transfer Facility.

Essential Duties and Responsibilities

This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

- Operate, maintain, and repair the Borough's Waste Transfer Facility and sanitation equipment including garbage trucks, excavators, bulldozers, forklifts, tire shears, and balers.
- Maintain the closed municipal landfill in accordance with the approved post-closure plan.
- Perform scheduled sanitation collection service in all weather and road conditions.
- Conducts transfer station operations, including weighing private loads, determining applicable fees, and processing payments.
- Ensure safe and proper use and maintenance of all assigned equipment.
- Exhibit strong interpersonal skills to provide courteous direction to customers and ensure compliance with local, state, and federal refuse regulations.
- Read and apply Borough ordinances, landfill post-closure plan, and the Transfer Station Operations Manual in daily operations.



- Sort and properly handle waste, recyclables, and hazardous substances; ensure recyclables are shipped to designated agents.
- Identify and address safety, maintenance and environmental concerns promptly.
- Collect landfill leachate samples in accordance with permit requirements; maintain records and submit results to proper agencies.
- Recover refrigerants from discarded appliances in compliance with EPA regulations.
- Order supplies as needed following Borough purchasing procedures.
- Participate in all job-related and safety training.
- Promote workplace safety and environmental best practices.
- Assist in improving sanitation department procedures to enhance safety and operational efficiency.
- Ensure proper handling and disposal of burnable waste.
- Assists other department crews as manpower needs arise.
- Perform other related duties as assigned.

Qualifications

Knowledge and Skills

- Sanitation operations and heavy equipment use.
- Recordkeeping and basic accounting procedures.
- Waste separation, recycling processes, and hazardous material handling practices.

Abilities

- Operate and maintain transfer station and sanitation equipment.
- Read and interpret safety rules, operating manuals, and procedures.
- Communicate effectively and professionally with the public and coworkers.
- Perform basic mathematical calculations, including estimating volumes and determining weights.
- Collect samples and perform minor testing of landfill leachate.
- Use standard computer applications, including Microsoft Word, Excel, and Outlook.



Physical Abilities

- Regularly lift/move up to 50 pounds and occasionally up to 100 pounds.
- Frequently stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
- Use hands to operate tools and equipment.
- Visual acuity for close, distance, peripheral, and depth vision.
- Sufficient auditory and speech ability to carry on conversations in person and over the phone.

Education and Experience

- High school diploma or GED required.
- One year of related experience and/or training preferred, or an equivalent combination of education and experience.

Licenses and Certificates

- Must possess a valid Alaska Commercial Driver's License (CDL).
- Must obtain an EPA Refrigeration License within one year.

Working Conditions

- Regular exposure to moving mechanical parts and outdoor weather conditions.
- Occasional exposure to fumes, airborne particles, moderate heat, and extreme cold.
- Noise levels may require hearing protection.
- Frequent interaction with the public, including potentially stressful situations.
- Schedule is either Monday through Friday or Tuesday through Saturday and is based on seniority between all employees within the sanitation department.



I acknowledge that I have received and reviewed this job description. I understand the general duties, responsibilities, and qualifications of the position. I understand that this job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required for acceptable performance. I further understand that this job description is not intended to be a complete list of all responsibilities, duties, work steps, or skills required for the position, and that the employer may modify duties and responsibilities as needed.

Employee Signature

Date

