

Blue Ridge Resource Authority Operations Assistant

Department: BRRR Landfill	Pay Grade: 11
Supervisor: Director	FLSA Status: Non-Exempt
Essential Personnel Class: Essential	Revision Date: August 2024

General Definition of Work

Performs intermediate skilled work operating various types of equipment used for mowing and other types of grounds maintenance. Also assists operators with daily landfill activities as needed, schedules equipment maintenance, assigns daily tasks to Trustys, and related work as apparent or assigned. Work is performed under the limited supervision of the Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Performs mowing and trimming of landfill slopes and surrounding areas; performs buildings/grounds maintenance as required; Monitors equipment hours and schedules service at required intervals; maintains inventory of all filters required for each machine; perform required DEQ inspections, and maintain required records; maintain a daily operations log; ability to operate motorized heavy equipment; moderate computer skills; operate truck scales as needed or required.

Knowledge, Skills and Abilities

Basic knowledge of Virginia DEQ regulations pertaining to the operation of a landfill, and storm water management. General knowledge of the principles and practices of operating medium to heavy sized landfill equipment and trucks; general knowledge of the occupational hazards involved and the safety precautions necessary for the proper operation of equipment; skills in the operation and maintenance of the equipment; ability to understand and follow oral and written directions; ability to make arithmetic computations; basic computer skills relating to Microsoft Office software; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

A valid Virginia driver's license, and clean driving record. Moderate experience in the safe operation of equipment used for grounds maintenance such as mowers and tractors with mowing/cutting implements. Moderate experience in the safe operation of heavy equipment, some experience in mechanical equipment maintenance and repair, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, speaking or hearing, climbing or balancing, reaching with hands and arms, tasting or smelling and pushing or pulling and occasionally requires stooping, kneeling, crouching or crawling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; 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; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to vibration and frequently requires exposure to toxic or caustic chemicals and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Valid Virginia driver's license.