



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Solid Waste Associate

**LOCATION:** Solid Waste

**HIRING RANGE:** \$19.24-\$21.38/Hr.

**STATUS:** Full time

**HOURS PER WEEK:** 37.5

**WORK HOURS:** Week 1: Monday-Friday, 7:00 am – 3:00 pm & Saturday 6:45 am-12:15 pm  
Week 2: Tuesday-Friday, 6:45 am – 3:15 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## WINNEBAGO COUNTY POSITION DESCRIPTION

*November 2023*

**POSITION TITLE:** Solid Waste Associate – Grounds

**DEPARTMENT:** Solid Waste

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Performs grounds duties to maintain the cleanliness and orderliness of Solid Waste sites. Performs all categorization, weighing, and data entry of waste and recyclables entering the landfill and transfer station facility. Performs clerical support for the Solid Waste Department.

### **ESSENTIAL FUNCTIONS:**

1. Performs basic grounds maintenance including lawn mowing, weed trimming, snow removal/salting and maintaining the cleanliness of Solid Waste sites.
2. Determines categorization of all incoming waste and recyclables and verifies that the materials are acceptable for disposal in accordance with the Wisconsin Department of Natural Resources (WDNR) regulations. Enforces County ordinances regarding landfill and transfer station usage.

3. Enters waste types, weights, and user account information accurately, utilizing computerized scale record systems. Records and receipts all non-commercial cash, check or charge customers and reconciles and balances daily with cash register scale revenues.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Provides non-skilled assistance to Equipment Operators and Solid Waste Supervisor in performing preventive maintenance of buildings, equipment, or structures.
2. Performs basic maintenance on lawn equipment including cleaning and replacement of worn parts following proper maintenance procedures.
3. Ability to use common power tools and operate equipment including, small engine equipment, zero-turn lawn mower, forklift and snow removal equipment.
4. Performs a variety of manual labor as needed with little supervision at times.
5. Provides back-up scale operations and participates in the scheduled Saturday rotation for landfill scale operations.
6. Reviews all daily scale tickets for accuracy and recording so that end of month and billing processes run smoothly.
7. Responds to public inquiries in-person, by telephone or by e-mail with accurate information in a timely manner.
8. Performs other related duties as assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Office Supervisor.
2. Takes direction from and works with Solid Waste Supervisor and Equipment Operators.
3. Works with general public, municipalities, hauling contractors, vendors and other County departments.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High school diploma or its equivalent.
2. One to two years' work experience performing lawn care, snow removal and equipment maintenance activities.
3. One to two years' work experience performing clerical or secretarial work, and previous cashiers experience is preferred.
4. Possess current valid Wisconsin driver license and minimum automobile insurance coverage as required by County.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of general lawn care and snow removal practices.
2. Basic knowledge of building and equipment maintenance.
3. Ability to establish and maintain effective working relationships with fellow employees, supervisory personnel, customers, and the general public.
4. Knowledge of office terminology, practices, procedures, and equipment, and the ability to operate a variety of office equipment including multi-line telephones, computers, copiers/printers, and calculators.
5. Ability to conform to deadlines and to work effectively under stress of time constraints.
6. Knowledge of waste management terminology, spelling, grammar, and punctuation.
7. Ability to organize work and perform it timely and accurately with minimal supervision and make decisions in accordance with all County and Department rules and regulations.
8. Ability to occasionally work extra hours as needed.
9. Computer skills including familiarity with Microsoft Office applications and ability to learn and use Interact scale software.

**PHYSICAL REQUIREMENTS:**

1. Ability to lift 50 pounds or less several times per shift.
2. Ability to work from a standing or walking position throughout the shift.
3. Ability to perform manual labor involving frequent bending, stooping, and occasional climbing.
4. Ability to function in situations encountered in a normal office setting.
5. Ability to travel to other County departments and locations.