



Winnebago County
The Wave of the Future

**JOB POSTING
(EFFECTIVE 1-1-24, 2 POSITIONS)**

POSITION TITLE: Solid Waste Specialist

LOCATION: Solid Waste

HIRING RANGE: \$21.39-\$23.77/Hr. (2023 rates)

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](#).

**WINNEBAGO COUNTY
POSITION DESCRIPTION
November 2023**

POSITION TITLE: Solid Waste Specialist

DEPARTMENT: Solid Waste

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Performs all categorization, weighing, and data entry of waste and recyclables entering the landfill and transfer station facility. Provides administrative professional and accounting/financial support for the Solid Waste Department.

ESSENTIAL FUNCTIONS:

1. 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.

2. 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
3. Assists the Office Supervisor with reviewing and distributing invoices and maintaining the invoice filing system, and reviewing the aging report and preparing and distributing letters to past due accounts.

ADDITIONAL ESSENTIAL DUTIES:

1. Participates in the scheduled Saturday rotation for landfill scale operations.
2. Reviews all daily scale tickets for accuracy and recording so that end of month and billing processes run smoothly.
3. Reviews daily tonnage reports and inputs data into spreadsheets. Contacts partner counties with any discrepancies on the reports received and ensures accounts are notified with updated information.
4. Reviews accounts payable invoices and determines appropriate financial account coding and distributes to appropriate staff for approval.
5. Responds to public inquiries in-person, by telephone or by e-mail with accurate information in a timely manner.
6. Performs updates and upgrades to the scale software.
7. Opens and distributes all incoming mail and packages.
8. Creates new customer accounts in scale software and prepares and distributes informational packets.
9. Maintains commercial truck database in scale software which requires distribution of notices to customers regarding truck reweighs, receiving updates, and accurately entering fleet information into the database.
10. Assists the Education & Outreach Specialist with creating content for the department social media accounts and assists at outreach events as needed.
11. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Office Supervisor.
2. Takes direction from and works with Solid Waste Operations Manager.
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. A minimum of five years' work experience performing clerical or secretarial services including experience in accounting practices; or equivalent combination of education and experience. Previous cashiers experience preferred.
3. Possess current valid Wisconsin driver license and minimum automobile insurance coverage as required by County.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough knowledge of office terminology, practices, procedures, and equipment.
2. Ability to operate a variety of office equipment including multi-line telephones, computers, copiers/printers, and calculators.
3. Ability to file information properly and consistently.
4. Ability to conform to deadlines and to work effectively under stress of time constraints.

5. Knowledge of waste management terminology, spelling, grammar, and punctuation.
6. 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.
7. Ability to maintain information in confidence.
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 perform most work from a sedentary position.
2. Ability to function in situations encountered in normal office setting.
3. Ability to lift 40 lbs.
4. Ability to travel to other County departments and locations.