



# Walker River Paiute Tribe

*Human Resources Department*

## Job Announcement

Job Title:	Solid Waste Technician	Supervisor:	GAP Manager
Department:	Environmental	Location:	Administration
Salary Range:	\$14.82-\$16.33	Pay Grade:	5
FSLA Status:	Non-exempt	Type:	Part-time
Open Date:	September 21, 2020	Close Date:	October 02, 2020

### **DEFINITION:**

The Solid Waste Tech will be responsible for the daily operations of the transfer station facility, sustaining the solid waste issues, and working in conjunction with the transfer station operator. Maintaining a professional relationship with community on solid waste disposal and issues as they arise.

### **DUTIES AND RESPONSIBILITIES:**

- Will open/close transfer station when assigned; this may include holiday days for the public use.
- Performs routine garbage pick-ups on scheduled times.
- Maintains the use of appropriate bins for recycling materials and different waste; assist with the recycling program.
- Will assist supervisor in providing public education and outreach effort to households on transfer station use, any type of permits that are necessary, recycling and any new or proposed operational changes necessary for the Environmental Solid Waste Program.
- Will perform minor operations and maintenance on the vehicles and equipment used for the Environmental Program. Will be responsible for accurate daily activity sheets, gas receipts, mileage logs and tipping fees
- Will submit to supervisor on a bi-weekly basis.
- Will perform routine preventive maintenance, maintain inventory, and safe operation and use of all equipment, tools, supplies and property of the Environmental Program.
- Will keep transportation facility area clean and well maintained.
- Will report any illegal dumping sites.
- Perform other related duties as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Skill at organizing, prioritizing, and coordinating work activities; developing procedures and record systems; communicating effectively in both oral and written form; working independently; dealing effectively with people contacted in the course of work; using initiative and sound independent judgment within established guidelines.
- Ability to understand, interpret and apply rules, regulations and ordinances; gather and analyze a variety of data and prepare appropriate reports; communicate orally and in writing; independently carry out an assortment of special and ongoing projects; work efficiently under pressure of deadlines, conflicting demands and emergencies; establish and maintain effective, courteous and cooperative working relations with all levels of persons contacted in the course of work.

- Incumbent must be able to respect and adhere to the most rigid and strict rules of maintaining privacy and confidentiality of sensitive matters.
- Ability to document daily records including achievements and issues.
- Ability to understand and carry out verbal instruction and to work independently in the performance of routine duties.
- Ability to make minor repairs, adjustments and to perform servicing duties

**REQUIRED EDUCATION AND EXPERIENCE:**

- Must obtain a high school diploma or GED
- Must have experience in minor equipment use
- Must have a valid Nevada Driver's License and able to be covered under the Tribe's insurance
- Must provide a current DMV driving record
- Must successfully pass a background check
- Must submit a pre-employment & alcohol test
- Must obtain a CDL training while employed with the Environmental department and other trainings as required.

For applications contact Human Resource at the Tribal Administration Building,  
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;  
Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: [wfrank@wrpt.org](mailto:wfrank@wrpt.org)  
<http://www.wrpthumanresources.com/>

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.