











POSITION DESCRIPTION

Title: Chief Administrative Assistant – Administration Division

Department: Solid Waste

Job Analysis: October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Development and Environmental Director

Subordinate Staff: None

Internal Contacts: Accounting, Purchasing, BCSW Staff, CIS Department, Personnel

External Contacts: Commercial and Residential Customers, Municipalities, Health Department, Vendors, Other Agencies

Status: Classified/Non-Exempt (I)

Job Summary

The Chief Administrative Assistant - Solid Waste performs various general administrative duties for the Development and Environmental Director, including composing and generating correspondence and other documents. Schedules, coordinates, and documents departmental meetings, appointments, trainings etc. as well as responsible for preparation of monthly administrative calendar. Prepares various agenda action items and performs follow up tasks as required. Schedules and arranges training and travel for all departmental personnel and verifies that proper receipts and documentation are submitted to Accounting. Works closely with Personnel department to comply with all necessary accident and/or injury documentation requirements and follow up. Responsible for employee uniforms – ordering, reconciles receipts to invoices, works with vendor to receive any necessary credit adjustments, and submit verified invoices to A/P for payment processing. Maintains files and assists with tracking all Landfill compliance and monitoring activities and corresponding documents, filings and/or deadlines. Responsible for staff radio and mobile phone equipment requests and liaises with CIS department for setup of such. Responsible for maintaining inventory of office supplies. Assists with school field trips and tours of landfill. Serves as certified defense driver trainer for staff. Acts as Solid Waste Administration's first point of contact for general departmental assistance. Responsible for tracking personnel data and handles general departmental orientation for new hires. Performs duties that are sensitive and confidential in nature. Performs other related work as assigned or required.

Job Domains

1. Types and/or prepares correspondence, agenda items, advertisements, press releases and various documents as requested.
2. Coordinates safety training with each departmental area and documents such.
3. Schedules meetings, coordinates internal and external communication among staff, other departments as necessary.
4. Maintains a filing system and properly files and archives all landfill compliance and monitoring activities and documentation of such.
5. Maintains personnel data files.
6. Process requisitions in compliance with purchasing policies, procedures, laws and regulations followed by Baldwin County Commission Purchasing Department.
7. Answer phones and provide clerical support for administrative staff.
8. Update training and safety logs as needed.
9. Maintains effective working relationship with public.

Knowledge, Skills, and Abilities

1. Computer skills in various programs.
2. Ability to communicate effectively with customers, internal and external county staff and other agency representatives.
3. Math skills to perform basic mathematical operations.
4. Skills to neatly and clearly complete bank deposits reports, etc.
5. Reading skills to understand various documents.
6. Knowledge of filing system.
7. Knowledge of County Commission procedures, as well as, general office procedures.
8. Ability to keep clerical records and prepare accurate reports.
9. Ability to prepare effective correspondence.
10. Knowledge and ability to operate office machines such as typewriter, PC, copy machine, 10-key calculator, etc.
11. Knowledge of basic accounting procedures.
12. Ability to organize heavy work load and accomplish required tasks.

Other Characteristics

1. Must be willing to work overtime, weekends, and holidays to complete work within specified period of time.
2. Willing to travel as required.
3. Must be flexible and able to handle more than one project at one time.
4. Self-motivated and team player.

Minimum Requirements

1. Associate's degree or equivalent.
2. 3-4 years' experience in office administration.
3. Any equivalent combination of experience and training that provides the knowledge, skills and abilities necessary to perform the work.

POSITION DESCRIPTION

Title: Chief Administrative Assistant – Maintenance Division

Department: Solid Waste

Job Analysis: October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Senior Accountant

Subordinate Staff: None

Internal Contacts: Accounting, Purchasing, BCSW Staff, CIS Department

External Contacts: Vendors, Commercial and Residential Customers, Municipalities, Health Department

Status: Classified/Non-Exempt (I)

Job Summary

The Chief Administrative Assistant – Maintenance – Solid Waste is responsible for accomplishing the following: contacting vendors to receive quotes on parts and materials for Solid Waste fleet and general supply needs to find the best purchasing source that meets the department's needs while making sure such purchases are in accordance with all procedures, laws and regulations followed by Baldwin County Commission Purchasing Department. Prepares and submits accurate purchase requisitions based on demand and management direction. Responsible for contacting vendors with purchase order numbers and delivery/completion date estimation. Must maintain superior level of accuracy while comparing vendor charges to purchase order and/or invoice information and resolve discrepancies with vendors in a timely manner and keep management informed of any and all activities or issues that may arise as a result of such discrepancies. Orders and keeps track of manual oil & fuel tickets, prepares/updates maintenance reports as needed and required, ensures equipment manuals and safety files are updated routinely, and assists in implementation of a parts and preventative maintenance tracking system, with respect to individual equipment specification and maintenance requirements. Ensures needed parts are in stock for necessary repairs. This position will also serve as a backup scale operator when needed so required certifications and training must be kept current.

Job Domains

1. Interface with vendors to ensure follow through in a timely manner by both parties.
2. Process requisitions in compliance with purchasing policies, procedures, laws and regulations followed by Baldwin County Commission Purchasing Department.
3. Process receiving paperwork in a timely manner.
4. Follow up with vendors on purchase order numbers received and estimated completion status for work performed or materials being received.
5. Compare vendor charges to purchase order and invoice information and resolve discrepancies.
6. Answer phones and provide clerical support for maintenance staff.
7. Update fuel, oil, equipment, vehicle, and fleet maintenance logs as needed and required.
8. Update training and safety logs as needed.
9. Create and maintain a working inventory and parts list, that coincides with operational and maintenance manuals.
10. Maintain maintenance logs to ensure parts are on hand to accomplish preventative maintenance tasks as well as other minor repairs the Operator Reports are notating.
11. Maintain updated operations and maintenance manuals.
12. Maintains effective working relationship with public.
13. Performs all scale operator functions when filling in or working assigned schedule.

Knowledge, Skills, and Abilities

1. Computer skills in various programs.
2. Ability to communicate effectively with customers, coworkers and vendors.
3. Math skills to perform basic mathematical operations.
4. Skills to neatly and clearly complete bank deposits reports, etc.
5. Reading skills to understand various documents.
6. Knowledge of filing system.
7. Knowledge of County Commission procedures, as well as, general office procedures.
8. Ability to keep clerical records and prepare accurate reports.
9. Ability to prepare effective correspondence.
10. Knowledge and ability to operate office machines such as typewriter, PC, copy machine, 10-key calculator, etc.
11. Knowledge of basic accounting procedures.
12. Ability to organize heavy work load and accomplish required tasks.

Other Characteristics

1. Must be willing to work overtime, weekends, and holidays to complete work within specified period of time.
2. Willing to travel as required.
3. Must be flexible and able to handle more than one project at one time.
4. Self-motivated and team player.

Minimum Requirements

1. Associate's degree or equivalent.
2. 3-4 years' experience in office administration.
3. Two (2) years purchasing experience.
4. Experience with computerized accounting systems preferred.
5. Any equivalent combination of experience and training that provides the knowledge, skills and abilities necessary to perform the work.

POSITION DESCRIPTION

Title: Master Mechanic – Solid Waste

Dept: Solid Waste

Job Analysis: September 2011, September 2013, September 2017, October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Deputy Development and Environmental Director

Subordinate staff: Mechanics, Laborers, Inmate Labor

Internal contacts: Department Supervisors, Office Staff, Purchasing Staff

External contacts: Equipment and Parts Suppliers

Status: Classified/Non-Exempt (L)

Job Summary

Assist County mechanics with major mechanical repair and maintenance of gasoline and diesel powered automotive and heavy equipment owned and operated by the Baldwin County Commission, using standard practices and equipment of the automotive trade. Operates some heavy equipment. Must be able to train other County mechanics and lend support when called upon. Must be able to supervise mechanics, mechanic helpers and laborers working non-standard hours.

Job Domains

A. Automotive Repair and Maintenance

1. Tunes engines including testing/cleaning/replacement of spark plugs, adjusting timing, valves, carburetors, fuel injectors, and replacement of ignitions systems.
2. Assist mechanic in removing and disassembling major units such as engine, transmission, differential; inspects parts for wear, and reassembles.
3. Repairs and replaces parts such as pistons, rods, gears, and bearings.
4. Overhauls and replaces carburetors, generators, radiators, alternators, starters, distributors and water pumps, and fuel injection pumps.
5. Rewires ignition system, lights and instrument panel.

6. Turns drums, realigns and adjusts brakes, aligns front end, repairs or replaces shock absorbers.
7. Replaces and adjusts headlights, and installs or repairs accessories such as radios, heaters, mirrors, and windshield wipers.
8. Troubleshoots hydraulic system and replace hydraulic pumps and hydraulic cylinders.
9. Check and repair electric, pressurized and air operated power take off systems.
10. Assemble hydraulic hose and replace when necessary.
11. Troubleshoot and repair electric systems.
12. Capable of using computer diagnostic equipment on engines.
13. Must be capable of checking and replacing turbo chargers.
14. Capable of diagnosing and repairing air brake systems and air brakes.
15. Experience in checking and repairing air conditioning systems.
16. Capable of repairing refuse bodies and related hydraulic systems.

B. Heavy Equipment Repair and Maintenance

1. Analyzes malfunctions, and repairs, rebuilds and maintains heavy construction equipment such as motor graders, backhoes, bulldozers, landfill compactors, etc.
2. Assist mechanics in replacing defective engines and subassemblies.
3. Assists with replacing or repairing major components, attachments or implements such as blades, tracks compressors, etc.

C. Miscellaneous

1. Welds to repair broken or cracked frames, bars, plates, and other metal objects on machinery. Fills holes and builds up metal parts.
2. Replaces batteries, hydraulic fluid, oil, antifreeze/coolant, etc.
3. Repairs or replaces tires.
4. Performs related mechanic duties as required.
5. Performs various duties including operation of equipment and some manual labor as requested by mechanic.
6. Tests repaired equipment to ensure operating efficiency.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job)

1. Verbal skills to communicate information to supervisors and co-workers.
2. Writing skills to clearly and neatly complete routine forms and order parts.
3. Reading skills to understand equipment and maintenance manuals, parts lists, instructions.
4. Math skills to understand precision gauges to measure and fit parts.
5. Listening skills to receive information about equipment problems.
6. Skills in the use of hand and machine tools and equipment used in automotive repair.
7. Skills in the use of major items of electronic and mechanical shop equipment and machinery.
8. Skills in operating various types of equipment.
9. Skills in analyzing and diagnosing problems in automotive and heavy construction equipment.

10. Knowledge of safety rules, including accident causes and prevention.
11. *Knowledge of first aid procedures.
12. Ability of work independently without close supervision.
13. Knowledge of county policies, procedures and rules.

Physical Characteristics

(In cases of physical handicap, reasonable accommodations may be made.)

1. See well enough to read regular print and numbers without error or transposition and inspect small parts.
2. Hear well enough to talk on telephone, to determine mechanical problems.
3. Speak clearly enough to communicate information to helper.
4. Use of hands and fingers to write, to use tools.
5. Strength to lift 100 pounds.
6. Physical dexterity sufficient to operate levers, gears, etc.
7. Body movement to climb on top of or crawl under various types of equipment.

Other Characteristics

1. Willing to work non-standard hours when necessary.
2. Willing to provide personal hand tools.
3. Willing to travel to pick up parts and materials out of area.

Minimum Qualifications

1. Have a valid driver's license and Class "B" CDL and be insurable by the County's insurance standards.
2. Five (5) years experience in automotive and heavy equipment repairs and maintenance preferred.

POSITION DESCRIPTION

Title: Mechanic II

Department: Solid Waste

Job Analysis: September 2011, September 2013, October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Master Mechanic

Subordinate staff: Mechanic I, Laborers, Inmate Labor

Internal contacts: Members of work group

External contacts: None

Status: Classified/Non-Exempt (J)

Job Summary

Performs skilled tasks in mechanical repair and maintenance of gasoline and diesel powered automotive and heavy equipment using standard practices and equipment of the automotive trade. Operates some heavy equipment. Must have a minimum of three (3) years mechanic experience. Must have a valid CDL Class B driver's license.

Job Domains

A. Automotive Repair and Maintenance

1. Analyzes, diagnoses and tunes engines including testing/cleaning/replacement of spark plugs, adjusting timing, valves, carburetor needle, replacement of coil, condenser, breaker points.
2. Removes and disassembles major units such as engine, transmission, differential; inspects parts for wear, and reassembles.
3. Repairs and replaces parts such as pistons, rods, gears and bearings.
4. Overhauls and replaces carburetors, generators, radiators, alternators, starters, distributors, and pumps.
5. Rewires ignition system, lights and instrument panels.
6. Turns drums, realigns and adjusts brakes, aligns front end, repairs or replaces shock absorbers.

7. Must have experience on air brake systems.
8. Must have experience on hydraulic systems.
9. Must be capable of trouble shooting electrical system.
10. Replaces and adjusts headlights, and installs or repairs accessories such as radios, heaters, mirrors and windshield wipers.
11. Performs additional repairs as needed.

B. Heavy Equipment Repair and Maintenance

1. Analyzes malfunctions, and repairs, rebuilds and maintains heavy construction equipment such as motor graders, backhoes, bulldozers, etc.
2. Replaces defective engines and subassemblies.
3. Replaces or repairs major components, attachments or implements such as blades, tracks, compressors, etc.
4. Must be capable of trouble shooting hydraulic system.
5. Must be capable of rebuilding hydraulic cylinders and hydraulic pumps.
6. Must be capable of trouble shooting and rebuilding power take off systems, hydraulic operated, air operated and electrical power take off units.

C. Miscellaneous

1. Welds to repair broken or cracked frames, bars, plates, and other metal objects on machinery. Fills holes and builds up metal parts.
2. Replaces batteries, hydraulic fluid, oil, antifreeze/coolant, etc.
3. Repairs or replaces tires.
4. Performs related mechanic duties as required.
5. Performs various duties including operation of equipment and some manual labor as needed.
6. Tests repaired equipment to ensure operating efficiency.
7. Supervises assistant mechanic and other area personnel performing equipment maintenance.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Verbal skills to communicate information to supervisors and coworkers.
2. Writing skills to clearly and neatly complete routine forms and order parts.
3. Reading skills to understand equipment and maintenance manuals, parts lists, and instructions.
4. Math skills to understand precision gauges to measure and fit parts.
5. Listening skills to receive information about equipment problems.
6. Skills in the use of hand and machine tools and equipment used in automotive repair.
7. Skills in the use of major items of electronic and mechanical shop equipment and machinery.
8. Skills in operating various types of equipment.

9. Skills in analyzing and diagnosing problems in automotive and heavy construction equipment.
10. Knowledge of safety rules, including accident causation and prevention.
11. *Knowledge of first aid procedures.
12. Ability to work independently without close supervision.
13. Knowledge of county policies, procedures and rules.

Physical Characteristics

(In case of physical handicap, reasonable accommodations will be made.)

1. See well enough to read regular print and numbers without error or transposition and inspect small parts.
2. Hear well enough to talk on telephone, to determine mechanical problems.
3. Speak clearly enough to communicate information to helper.
4. Use of hands and fingers to write, to use tools.
5. Strength to lift 100 pounds.
6. Physical dexterity sufficient to operate levers, gears, etc.
7. Body movement to climb on top of or crawl under various types of equipment.

Other Characteristics

1. Willing to work overtime and weekends in emergencies.
2. Willing to provide personal hand tools.
3. Willing to travel to pick up parts and material out of area.
4. Willing to work evening shift.

Minimum Qualifications

1. Have a valid driver's license with CDL Class "B".
2. Must have a minimum of three (3) years mechanic experience.

POSITION DESCRIPTION

Title: Solid Waste Driver III / Driver Trainer

Department: Solid Waste

Job Analysis: October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Collections Supervisor

Subordinate Staff: Solid Waste Technicians, Solid Waste Driver I

Other Internal Contacts: Solid Waste Department Staff

External Contacts: General Public

Status: Classified/Non-Exempt (J)

Job Summary

Solid Waste Driver III/Trainer is responsible for picking up, transporting and safe disposal of garbage and waste materials in a timely, scheduled manner. Driver is responsible for the supervision of Solid Waste Technicians, who ride on the back of garbage trucks but will ride on the back of garbage trucks when necessary. Conducts operational and safety training with Drivers and Technicians. Makes operational and safety observations and conducts inspections as necessary.

Job Domains

A. Solid Waste Driver II / Driver Trainer (Minimum of three (3) years' experience in Driver capacity)

1. Provides for pick up and safe disposal of refuse and waste materials.
2. Assures that route is completed in a timely, scheduled manner within a 40-hour workweek.
3. Assists with other routes as needed.
4. Operates a communications device in truck to receive instructions from dispatcher.
5. Follows scheduled routes or makes authorized changes to pick up schedule as needed.
6. Transports load to disposal area and assists in dumping truck when route is complete.

7. Will ride on the back of the garbage trucks and dump garbage carts when required to complete routes.
8. Conducts operational and safety training with Drivers and Technicians individually or in small groups.
9. Conducts operational and safety inspections within Solid Waste Collections.

B. Supervision

1. Accepts responsibility for truck and cargo at all times.
2. Prepares appropriate reports as required.
3. Supervises Solid Waste Technicians and Laborers who ride on the garbage trucks.
4. Maintains VCR (Vehicle Condition Report) in a responsible manner.
5. Maintains fuel consumption, mileage and maintenance records in a responsible manner.
6. Provides timely response to route audit requests.

Knowledge, Skills, and Abilities

1. Must be proficient in the operation of specialized trucks such as roll off, knuckle boom, and automated self-loader.
2. Must possess skills to communicate via a two-way radio.
3. Verbal skills to effectively communicate with public in a courteous manner.
4. General knowledge of area helpful to aid in locating pickup routes.
5. Writing skills to clearly and neatly complete reports as needed.

Physical Characteristics

1. See well enough to read and write.
2. Hear well enough to respond to verbal communications.
3. Speak well enough to answer questions in a polite, courteous manner.
4. Body movement of mobility to bend, move, stand, and lift.
5. Physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
6. Must have the ability to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Minimum Qualifications

1. Must possess a valid, Commercial Driver's license, Class "B" minimum and be insurable by County insurance standards.
2. Minimum of three (3) years' experience in Driver capacity.
3. Proficient in the operation of specialized trucks such as roll off, knuckle boom, and automated self-loader.

POSITION DESCRIPTION

Title: Senior Billing Account Specialist – Compliance/Debt Collection

Department: Solid Waste

Job Analysis: October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Senior Accountant

Subordinate Staff: None

Internal Contacts: BCSW Staff, CIS Department

External Contacts: Commercial and Residential Customers, Municipalities, Health Department

Status: Classified/Non-Exempt (I)

Job Summary

The Senior Billing Account Specialist – Compliance/Debt Collection is primarily responsible for processing high volume of residential and/or commercial account payments received in house via mail, payment drop-box or walk-in customers. Daily processing will include retrieving and opening all payment envelopes, separating and working any accompanying correspondence, sorting checks and reviewing remittance slips for proper coding and accuracy, creating payment batches for system upload from scanning software application and/or manual spreadsheet entry. Also responsible for processing all checks using remote check scanner and submitting corresponding deposits through online banking. Must reconcile deposit details to subledger and bank daily; document and resolve any discrepancies in a timely manner. Record daily payment processing activity to excel spreadsheet for monthly revenue reconciliation purposes. Ensure all images and captured documents are legible and electronically filed for archive and research purposes. Assist with any and all aspects of customer service including resolving customer complaints and performing research to resolve account balance disputes to achieve debt collection goals and ensure compliance while maintaining excellent customer care standards. Make decisions regarding necessary account adjustments and prepare documents to post debit and credit balance adjustments to residential customer accounts. Plays key role in the exemption application processes. This position also works closely with and acts as backup to other Senior Billing Account Specialist accounting positions to ensure administrative, billing and accounting priorities and deadlines are met. Performs other related work as assigned or required.

Essential Job Functions

1. Daily processing of residential and/or commercial payments with a high volume of checks.
2. Prepare, review, batch, and post credit and/or debit balance adjustments to customer accounts.
3. WebPortal account administration support.
4. Assist with autopay reporting as well as customer communication and notification of expirations.
5. Assist end users with general software/hardware issues and questions.
6. Must be flexible and able to prioritize work to accomplish deadlines while maintaining high quality results.
7. Prepare various reports, spreadsheets, and/or projects as assigned.
8. Assist with any and all aspects of customer service as needed.
9. Assist with all aspects of Exemption application processing, including but not limited to, assisting walk-in customers with application submissions, mail-out process, and any follow-up necessary to complete applications and update accounts accordingly.
10. Act as backup to other Senior Billing Account Specialist accounting positions as needed.

BILLING:

1. Maintain billing and collection documentation in an auditable state.
2. Prepare all documentation necessary to request, debits, credits, and balance adjustments to customer accounts.
3. Review, batch and post submitted credit and debit account adjustments to subledger.
4. Perform research, as needed, to insure accurate records of property, probate and e-911 addressing.

COLLECTIONS:

1. Open, extract, sort, review and batch checks and remittance slips received in house.
2. Post payments received to the proper account and maintain accurate files to the satisfaction of state audit requirements.
3. Prepare the necessary documents/deposits for an accurate paper trail of daily transactions posted.

Knowledge, Skills, and Abilities

1. Skills to communicate effectively with office staff, general public, and elected officials.
2. Skills to prepare reports and complete forms.
3. Skills to understand written instructions, manuals, and correspondence.
4. Ability to assign tasks.
5. Ability to operate office machinery such as calculator, computer, copy/fax machine, typewriter, and mail opener/sorter.
6. Ability to operate automated capture equipment and related software.
7. Knowledge of basic accounting and general office procedures.
8. Knowledge of EnCore Residential computer software.

9. Knowledge of the AS400 System (Revenue) and 911 Addressing database.
10. Knowledge of Word, Excel, and Power Point.

Other Characteristics

1. Willing to travel and attend workshops and seminars.
2. Willing to work nonstandard hours to meet deadlines.
3. Ability to work under stress of recurring deadlines.

Minimum Qualifications

1. Valid driver's license and be insurable by the County's insurance standards.
2. Associates degree or equivalent.
3. Two (2) years' experience in accounting/bookkeeping.
4. Any equivalent combination of experience and training that provides the knowledge, skills and abilities necessary to perform the work.
5. Solid Waste Accounts Receivable experience desired.
6. Experience with computerized accounting systems desired.
7. Experience in service oriented field with heavy customer service experience preferred.
8. Bondable by County insurance.
9. Banking experience desirable.