



**THE CITY OF THORNE BAY**  
120 FREEMAN DRIVE,  
THORNE BAY, AK 99919  
TELEPHONE: (907) 828.3380  
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## **CITY OF THORNE BAY** **JOB ANNOUNCEMENT**

### **Solid Waste Technician** **Open until filled** **G6 S1 \$23.96**

The City of Thorne Bay is accepting applications for the position of Solid Waste Technician. This is a full-time position, 40 hours per week. Beginning salary is \$23.96 DOE.

Applicants must be 19 years of age or older, have a high school diploma or GED certificate, be able to provide their own transportation to and from the landfill site, and have experience operating heavy equipment. Hold Valid CDL or have the ability to obtain valid CDL within 60 days of hiring is required. Hold or obtain within 60 days of hiring, a State of Alaska Hazardous Waste Site General Worker, Hazardous Materials Technician Certification

Applications are available at City Hall, City of Thorne Bay, 120 Freeman Drive, PO Box 19110, Thorne Bay, AK. 99919, (907) 828-3380 and will be accepted until position is filled. A complete job description is available at City Hall and on our website at [www.thornebay-ak.gov](http://www.thornebay-ak.gov).

The City of Thorne Bay is an EO, Alcohol and Drug Free, ADA Employer.

*Posted: August 14, 2024*

*Riptide Liquor, Thorne Bay Market, The Port, Forest Service, Thorne Bay Public Library,  
City Hall (2)*



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**SOLIDWASTE TECHNICIAN**  
**CITY OF THORNE BAY August**  
**14, 2024**

**Department:** Solid Waste \$23.96 (G6, S1)

**Definition:** The Solid Waste Technician is an employee of the City under the administrative direction of the City Administrator and / or City Mayor. He or she works under the direct day-to-day supervision of the City Administrator. The Solid Waste Technician must comply with the provisions of the Thorne Bay Municipal Code 2.24, Officers and Employees and the Handbook for City Employees.

**Position Summary:**

The Solid Waste Technician is a full-time position (40hours/week) as that term is described in the Thorne Bay Municipal Code Chapter 2.24. The Solid Waste Technician shall be removed from city employment for just cause or if funding is not appropriated for the position. Position may require work on weekends and early morning or late nights.

**Essential Duties:** The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

**Refuse Collector duties include but are not limited to:**

- Responsible for the management, operations, repairs and maintenance of solid waste facilities.
- Responsible for the management, operations, repair and maintenance (including snow and ice removal) of the Thorne Bay Landfill Facility.

**Daily operations include, but are not limited to:**

- Responsible for assisting public in complying with Refuse Utility rules and regulations and promptly records and reports violations to Facility Supervisor.
- Mans the baler/recycling facility during public use hours and responsible for adhering to posted public use hours to assure that facility is available for use by the public under supervision of authorized municipal personnel.
- Meeting and greeting visitors using the City Landfill Facilities.
- Collecting and accounting for all fees associated with the use of the landfill facilities and for maintenance of receipt book for all fees collected or to be billed. Preparing daily deposits for the City Finance Department.



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AUGUST 14, 2024**

- Keeping the landfill facilities clean and free of litter.
- Responsible for recording refuse information.
- Maintain the Solid Waste Facility including recycling, bailing and burying municipal solid waste on a regular basis.
- Collects refuse from refuse utility users on the collection route and from public refuse containers, including dumpsters.
- Performs required maintenance and operations of the solid waste facility in accordance with facility permit and written procedures.
- Operates and maintains municipal refuse collection equipment to insure its operational reliability.
- Maintains inventory of refuse utility equipment assigned to the solid waste department.
- Assists with annual household hazardous waste collection event and required to obtain and maintain a valid State of Alaska Hazardous Waste Site General Worker and Hazardous Materials Technician Certifications.
- Responsible for taking all appropriate steps necessary to assure that refuse collection operations complies with OSHA requirements. Responsible for noting deficiencies and taking corrective action as budget allows.
- Observes and complies with all municipal safety policies and procedures and Municipal Code.
- Assists other public works department staff when requested and when available so long as refuse collection operations and maintenance is not jeopardized.
- Performs other duties as assigned by the City Administrator, Mayor or (if applicable) the Public Works Director.
- Ensures adherence to established safety procedures, monitors work environment and use of safety equipment to ensure safety of all employees and other individuals, initiates any actions necessary to correct deviations and / or violations.
- Implement a regular maintenance program, including electrical and mechanical equipment, buildings, grounds, and all other components of the solid waste facility.
- Operate and maintain vehicles and equipment assigned to Solid Waste department.
- Ensure that the maintenance records are kept up-to-date and accurate to provide information that protects equipment warranties and ensures reliability of service.
- Ensure departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures.
- Ensure the landfill facilities and its uses meet all applicable city, state and federal regulatory standards, and bring into compliance of standards within budgetary constraints.
- Work closely with the Public Works Supervisor or City Administrator and staff with the preparation, administration and development of solid waste facility projects and annual budget.



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- Submit Purchase Orders to the Public Works Supervisor or Finance Office for materials, parts, supplies and equipment to support departmental objectives
- Perform work in the field as a labor in all weather conditions including shoveling snow and operating equipment.
- Consult with Public Works Supervisor or City Administrator to review Solid Waste operations/activities, review/resolve problems, receive advice/direction and provide recommendations
- Confer with and advise the Public Works Supervisor and/or City Administrator on issues, problems or challenges impacting the City and/or Solid Waste functions
- Perform all other duties as assigned by the Public Works Supervisor or City Administrator.

**Streets and Roads duties include but are not limited to:**

- Ability to operate loader, excavator and Dump truck
- Assist the Streets and Roads with Maintenance and Capital Projects.
- Perform work in the field as a labor in all weather conditions including shoveling snow and removing ice.
- Operate equipment such as backhoes, sand trucks, dump trucks, graders, loaders, all-terrain vehicles, hand tools, power tools and all other equipment associated with street, road, sign, storm water and solid waste operations, repair and maintenance.
- Assist Public Works Department, Water and Sewer Department, Streets and Roads Department and Solid Waste Department with building and grounds maintenance and repairs or other projects as assigned.
- Ditch and culvert cleaning on all municipal streets and roads.
- Work on all types of City maintenance and construction projects.
- Observe and comply with all city, state and federal safety policies and procedures.