

The Maryland-National Capital Park and Planning Commission

TITLE: Landfill Operator GRADE: L04 CODE: 5260
SERIES: Building and Grounds Maintenance REV: 5/09/90
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Examples of Important Duties (Continued)

6. Performs related general clerical work to maintain records.

Important Worker Characteristics

- A. Knowledge of (1) Commission organization*; (2) Commission policies and procedures*; (3) landfill operations; (4) state landfill regulations*.
- B. Skill in operation of (1) calculator
- C. Ability to (1) understand a system of procedures; (2) calculate fractions, decimals and percentages; (3) read routine reports and correspondence; (4) write routine reports and correspondence; (5) speak clearly; (6) provide courteous service.

* Developed primarily after employment in this job class.

Minimum Qualifications

- 1. Demonstrated ability to read and write; and two years of office or groundskeeping experience; or
- 2. An equivalent combination of education and experience.

Working Conditions

Works in office. Moderate pressure to meet deadlines. Occasionally exposed to weather and dirt.