

Job Title: Transfer Station Operator/Park Grounds Maintenance

Location: The Village of Eagle Nest, New Mexico



Job Summary: The Village of Eagle Nest is seeking a reliable and motivated Transfer Station Operator/Park Grounds Maintenance employee. This part-time position maintains solid waste and recycling operations, operates the baler, empties recycle trailers, keeps records concerning solid waste, performs park grounds maintenance, and completes other assigned duties for the Village of Eagle Nest. Work hours consist of Tuesday, Thursday, and Saturday, excluding Village holidays, for approximately 30 hours per week.

Responsibilities:

Transfer Station Operations:

1. **Solid Waste and Recycling Operations:**
 - Maintain solid waste and recycling operations at the Eagle Nest Transfer Station.
 - Operate the baler and related transfer station equipment safely and effectively.
 - Empty recycle trailers and assist with sorting, loading, and handling recyclable materials.
2. **Record Keeping:**
 - Maintain accurate records concerning solid waste and recycling operations.
 - Report equipment, facility, or operational concerns to the appropriate supervisor.

Park Grounds Maintenance:

1. **Park and Grounds Maintenance:**
 - Perform park grounds maintenance, mowing, trimming, cleanup, and general upkeep of public areas.
 - Assist with maintenance and minor repairs to parks, recreational facilities, grounds, and Village-owned property.

Schedule and Team Support:

1. **Work Schedule and Assigned Duties:**
 - Work Tuesday, Thursday, and Saturday, excluding Village holidays, for approximately 30 hours per week.
 - Complete other assigned duties for the Village of Eagle Nest as needed.

Safety and Compliance:

1. **Safety Practices:**
 - Adhere to safety protocols and procedures in all transfer station, equipment, and maintenance operations.
 - Maintain a clean, organized, and safe work environment for employees and the public.

Qualifications:

- High school diploma or equivalent preferred.
- Experience in solid waste, recycling operations, grounds maintenance, construction, or general maintenance work is advantageous.
- Ability to safely operate and maintain tools, baler equipment, trailers, and other equipment used in transfer station and grounds maintenance operations.
- Physical stamina and ability to perform manual labor, work outdoors, and lift heavy objects.
- Valid driver's license with a clean driving record.
- Ability to work independently and as part of a team with strong communication skills.

Benefits:

- Part-time position, approximately 30 hours per week.
- Work schedule consists of Tuesday, Thursday, and Saturday, excluding Village holidays.
- Hourly wage commensurate with experience.
- Opportunity to support Village operations, public spaces, and community services.

Application Process: Interested candidates should submit a resume and three professional references to: HR@eaglenest.org. Applications will be reviewed on a rolling basis until the position is filled.

Job application located online at: <https://www.eaglenest.org/VOEN%20Employment-Job-Application%2025%20-%20Fillable.pdf>