

**Date:** Initial Release-December 18, 1998 **Modified:** **January 6, 2014**

Staff with a designation of one (1) should arrive on site as assigned. All staff with designation of two (2) or three (3) must call in for assignment.

Section	Job Title/Function	Designation	Task
Administration	DIVISION DIRECTOR	1	<i>Run Division</i>
Administration	ASSISTANT DIVISION DIRECTOR	1	<i>Run Division</i>
Administration	CONFIDENTIAL SECRETARY	1	<i>Assist Division Director</i>
Administration	ADMINISTRATIVE OFFICE ASSISTANT	3	<i>Call In</i>
Administration	HUMAN RESOURCES ANALYST	2	<i>Call In</i>
Administration	HUMAN RESOURCES ANALYST, SENIOR	2	<i>Call In</i>
Administration	HUMAN RESOURCES MANAGER	1	<i>Coordinate HR</i>
Administration	INTERGOVERNMENTAL LIAISON	3	<i>Call In</i>
Administration	LABOR RELATIONS SPECIALIST	3	<i>Call In</i>
Administration	LEADERSHIP & ORGANIZATIONAL DEVELOPMENT MANAGER	3	<i>Call In</i>
Administration	SAFETY OFFICER	1	<i>Assist with response</i>
Engineering	SECTION MANAGER	1	<i>Coordinate Section</i>
Engineering	ADMINISTRATIVE SPECIALIST III	3	<i>Call In</i>
Engineering	ENGINEER I	3	<i>Call In</i>
Engineering	ENGINEER II	1	<i>Inspect Facilities</i>
Engineering	ENGINEER III	1	<i>Inspect Facilities</i>
Engineering	ENGINEER IV (Supervisor)	1	<i>Inspect Facilities</i>
Engineering	ENVIRON PROGRAM MANAGING SUPERVISOR	2	<i>Call In</i>
Engineering	ENVIRONMENTAL SCIENTIST III	3	<i>Call In</i>
Engineering	HEALTH & ENVIRON INV I – Waste Screeners	3	<i>Call In</i>
Engineering	HEALTH & ENVIRON INV II	3	<i>Call In</i>
Engineering	HEALTH & ENVIRON INV III	2	<i>Call In</i>
Engineering	HEALTH & ENVIRON INV IV	2	<i>Call In – on call for hazmat</i>
Engineering	MANAGING ENGINEER	1	<i>Coordinate Facility Inspections</i>
Engineering	RECORDS MANAGEMENT SPECIALIST	3	<i>Call In</i>
Engineering	PROJECT CONTROL ENGINEER III	1	<i>Inspect Facilities</i>
Finance & Admin	SECTION MANAGER	2	<i>Call In – Coordinate Section</i>
Finance & Admin	ACCOUNTANT	3	<i>Call In</i>
Finance & Admin	ACCOUNTANT, ASSISTANT	3	<i>Call In</i>
Finance & Admin	ACCOUNTANT, SENIOR	3	<i>Call In</i>
Finance & Admin	ACCOUNTING SUPERVISOR	2	<i>Call In</i>
Finance & Admin	ACCOUNTS RECEIVABLE SUPERVISOR	2	<i>Call In</i>
Finance & Admin	ADMINISTRATIVE SPECIALIST III	3	<i>Call In</i>
Finance & Admin	ADMINISTRATOR II	3	<i>Call In</i>
Finance & Admin	BUSINESS & FINANCE OFFICER III	3	<i>Call In</i>
Finance & Admin	CONTRACT ANALYST – PPM II	3	<i>Call In</i>
Finance & Admin	CONTRACT OFFICER	2	<i>Call In</i>
Finance & Admin	ECONOMIST – PPM III	3	<i>Call In</i>
Finance & Admin	FISCAL SPECIALIST III	3	<i>Call In</i>
Finance & Admin	FISCAL SPECIALIST III - Payroll	2	<i>Call In</i>
Finance & Admin	FISCAL SPECIALIST IV – Payroll	2	<i>Call In</i>
Finance & Admin	INVENTORY PURCHASING SPEC II	2	<i>Call in</i>
Finance & Admin	INVENTORY PURCHASING SPEC III - Lead	2	<i>Call In</i>

Operations/All	OPERATIONS MANAGER	1	<i>Coordinate Section</i>
Operations/All	INTERIM ASSISTANT OPERATIONS MANAGER	1	<i>Coordinate Section</i>
Operations/All	ADMINISTRATIVE SPECIALIST III	2	<i>Call In</i>
Operations/All	PPM III – EQUIPMENT PURCHASING	2	<i>Call In</i>
Operations/Admin	ADMINISTRATIVE SPECIALIST II	2	<i>Call In</i>
Operations/Landfill	LANDFILL SUPERVISOR	1	<i>Coordinate Section</i>
Operations/Landfill	CREW CHIEF	1	<i>Assist with clearing roads, etc.</i>
Operations/Landfill	EQUIPMENT OPERATOR	1	<i>Sand &amp; clear roads, etc.</i>
Operations/Landfill	EQUIPMENT OPERATOR II - LEAD	1	<i>Assist with response</i>
Operations/Landfill	LANDFILL GAS OPERATOR I	1	<i>Flares/contain gas</i>
Operations/Landfill	LANDFILL GAS OPERATOR II - LEAD	1	<i>Flares/contain gas</i>
Operations/Landfill	SECURITY OFFICER	1	<i>Monitor site</i>
Operations/Landfill	UTILITY WORKER I	1	<i>Call In</i>
Operations/Landfill	UTILITY WORKER II	1	<i>Assist with clearing roads, etc.</i>
Operations/Landfill	WASTEWATER OPERATOR	1	<i>Contain leachate</i>
Operations/Landfill	WASTEWATER OPERATOR - LEAD	1	<i>Contain leachate</i>
Operations/Shop	FLEET & FACILITY MAINTENANCE SUPERVISOR	1	<i>Coordinate Section</i>
Operations/Shop	CARPENTER I	2	<i>Call In</i>
Operations/Shop	ELECTRICIAN II	1	<i>Assess/repair electrical system</i>
Operations/Shop	MAINTENANCE PLANNER/SCHEDULER	2	<i>Call In</i>
Operations/Shop	MECHANIC/AUTO MACHINIST I	2	<i>Call In</i>
Operations/Shop	MECHANIC/AUTO MACHINIST II - LEAD	1	<i>Assess/repair equipment</i>
Operations/Shop	PREVENTIVE MAINTENANCE SPECIALIST	1	<i>Assess/repair equipment</i>
Operations/Shop	PREVENTIVE MAINTENANCE SPECIALIST LEAD	1	<i>Assess/repair equipment</i>
Operations/Shop	SCALE TECHNICIAN	1	<i>Assess/repair gates, etc.</i>
Operations/Shop	TECH INFO PROCESSING SPECIALIST – SPOC	2	<i>Call In</i>
Operations/Shop	UTILITY WORKER ASSISTANT – Litter Crew	3	<i>Call In</i>
Operations/Shop	METAL FABRICATORS	2	<i>Call In</i>
Operations/Transfer	TRANSFER OPERATIONS SUPERVISOR	1	<i>Coordinate Section</i>
Operations/Transfer	TSO SCHEDULERS	1	<i>Assist with response</i>
Operations/Transfer	SCALE OPERATOR LEAD	1	<i>Assist with response</i>
Operations/Transfer	SCALE OPERATOR	1	<i>Assist with response</i>
Operations/Transfer	TRANSFER STATION OPERATOR	1	<i>Assist with response</i>
Operations/Transport	TRANSPORTATION SUPERVISOR	1	<i>Coordinate Section</i>
Operations/Transport	TRUCK DRIVER III LEAD	1	<i>Assist with response</i>
Operations/Transport	TRUCK DRIVER III	1	<i>Assist with response</i>
P&C	SECTION MANAGER	2	<i>Call In – Coordinate Section</i>
P&C	ADMINISTRATIVE SPECIALIST II	3	<i>Call In</i>
P&C	COMMUNICATIONS PLANNER – PPM III	2	<i>Call In – Coordinate Public Info</i>
P&C	PROJECT/PROGRAM MANAGER I	3	<i>Call In</i>
P&C	PROJECT/PROGRAM MANAGER II	3	<i>Call In</i>
P&C	PROJECT/PROGRAM MANAGER III	3	<i>Call In</i>
P&C	PROJECT/PROGRAM MANAGER IV	3	<i>Call In</i>
RES	SECTION MANAGER	2	<i>Call In – Coordinate Section</i>
RES	ADMINISTRATIVE SPECIALIST II	3	<i>Call In</i>
RES	COMMUNICATIONS SPECIALIST III	3	<i>Call In</i>
RES	CUSTOMER SERVICE SPECIALIST II	2	<i>Call In – Answer phones</i>
RES	CUSTOMER SERVICE SPECIALIST III	2	<i>Call In – Answer phones</i>
RES	PROJECT/PROGRAM MANAGER II	3	<i>Call In</i>
RES	PROJECT/PROGRAM MANAGER III	3	<i>Call In</i>
RES	PROJECT/PROGRAM MANAGER IV - UNIT SUPERVISORS	2	<i>Call In – Coordinate Units</i>
All Sections	INTERNS/APPRENTICES		<i>Non- essential</i>