

JOB POSTING



Revised: 4/2010

Job Title: Laborer
Payband: Clerical/Administrative
Department: Operations
Reports to: Environmental Programs Manager or Transfer Manager
Exempt: No

Please forward applications to the Human Resources Department

SUMMARY

Performs all duties as directed by Environmental Programs Manager or Transfer Manger regarding equipment operation, traffic control, spotting trucks for dumping, assisting in cleaning and maintaining vehicles, buildings, grounds and public roadways.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned as needed. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Rake leaves, sweep sidewalks, pick up rubbish and paper, shovel snow at all SWACO facilities.
- Reports all accidents/incidents to immediate supervisor, his/her designee, or Safety Manager.
- Weeds and cultivates flower beds; trim shrubs and trees; sprays insecticides to control pest; cuts and trims grass at all SWACO facilities.
- Assist with facility beautification projects, (i.e. paint, clean up, minor repairs.)
- Operate SWACO equipment and vehicles as needed including but not limited to crawler, forklift, bobcat, front-end loader, zero-turn mower.
- Operate and maintains truck tipper to off load MSW from transfer trucks at the Sanitary Landfill.
- Pick up litter at SWACO facilities and assigned highways and roadways.
- Guide and direct refuse trucks to proper dumping locations.
- Operate mechanical or electronic scale controls and completes weigh tickets
- Answer telephone.
- Maintain worksite in a clean and safe condition.
- Assist with vehicle and fleet cleaning.
- Perform custodial duties at all SWACO facilities.
- Assist SWACO's recycling program by cleaning around recycling drop boxes or pick up recycled office paper on the JITRS recycling route.
- Complete inspection logs on equipment as needed.
- Fuel vehicles and equipment.
- Direct traffic to proper area for dumping and assures that vehicles are located properly prior to dumping.
- Open facility gates for business and lock gates at end of day.
- Assist in cleaning of tracks and wheels of landfill equipment throughout the day.
- Assist in installing metal poles and plastic litter fence around landfill site.
- Maintain the odor control system.

- Weed and cultivate flower beds; trim shrubs and trees; spray insecticides to control pest; cut and trim grass at all SWACO facilities.
- Assist maintenance personnel as needed.
- Presort municipal solid waste to remove items that can not be sent to landfill.
- Assist mechanic during the performance of basic maintenance on vehicles and equipment. For example change tires, retrieve parts.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

EDUCATION and/or EXPERIENCE

- High school diploma or an equivalent recognized certification required
- Experience in maintenance activities and light/medium equipment operation preferred.

SKILLS

- Operation of:
 - Light, medium and heavy equipment.
- Ability to:
 - Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
 - Read and interpret documents such as safety rules, operating and maintenance instructions/manuals, and procedure manuals.
 - Read and comprehend simple instructions.
 - Add and subtract two digit numbers and multiply and divide by 10's and 100's.
 - Maintain a positive work atmosphere by behaving and communicating in a manner that promotes good relationships with customers, clients, co-workers and management.

Additional skills may be required to perform additional tasks specific to work location, department, or line of business.

CERTIFICATIONS AND LICENSES

- Valid Ohio Driver's License is required

PHYSICAL REQUIREMENTS

This position requires performance of physical activities that require moving one's entire body, such as in climbing, lifting, balancing, walking, stooping, twisting, and kneeling; considerable use of the arms and legs, including use of hands to finger, handle or feel; reaching with hands and arms; and talking and

hearing. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move 100 pounds or more. Will also climb ladders, use power tools and noise producing tools and equipment, work in heavy vehicle traffic conditions and enter into spaces with limited working area. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Personal Protection Equipment (PPE) requirements as needed: Hart hat, safety glasses, hi visibility outer garment, steel toe boots, gloves, and respirator.

WORK CONDITIONS

Work may be performed near moving mechanical parts, in elevated dangerous conditions and outdoors. Significant exposure to adverse weather conditions, sun exposure, cold, heat, loud noise, chemicals, dust, pollen, odors, fumes, mechanical hazards, fire hazards and electrical hazards.

Must be available for emergency call, shift work and mandatory overtime.

EEO/M/F/D/V Diversity Candidates Encouraged to Apply

ACKNOWLEDGMENT AND RECEIPT

I acknowledge receipt of the Laborer position description. I have been provided an opportunity to read it and ask questions regarding its contents. I understand that the position description is intended to provide guidelines for job expectations and it is not intended to be an all inclusive list of functions, responsibilities, skills, and abilities needed for the position. I further understand that SWACO is an "At-Will" employer and this document does not represent a contract of employment. I understand that SWACO reserves the right to change this position description and/or assigned tasks as deemed appropriate by SWACO.

Employee Name (please print)

Employee Signature

Date

Department Head

Date