

## **CEDAR RAPIDS/ LINN COUNTY SOLID WASTE AGENCY**

### **Laborer**

#### **JOB DESCRIPTION**

<b>Schedule:</b>	Monday-Friday (8:30am - 4:30pm) Alternating Saturdays- Overtime (7:00am- 2:30pm)
<b>Location:</b>	Site 2, 1954 County Home Rd, Marion, IA
<b>Hourly Wage:</b>	Starting hourly wage- \$21.47
<b>To Apply:</b>	Complete application on website <a href="http://www.solidwasteagency.org/about-us">www.solidwasteagency.org/about-us</a> and email to <a href="mailto:hr@solidwasteagency.org">hr@solidwasteagency.org</a> or mail to Solid Waste Agency, 1954 County Home Rd., Marion, IA 52302. Paper applications are available at above location.

#### **Summary of Position**

Conducts waste screening activities, assists customers in locating areas for recycling or disposal of unwanted materials. Operates a variety of wheeled equipment used for processing and disposal of recyclables, special materials and solid waste at multiple sites. Collects and sorts recyclable materials, operates related processing equipment, prepares materials for transport, perform site maintenance, equipment maintenance, interacts with customers and monitors proper disposal of refuse and collection of recyclables.

Work is performed under the direction of the designated supervisor.

#### **Position Responsibilities**

- collects and sorts recyclable materials and prepares them for transport
- compliance spotting and waste screening duties
- provides Agency information to the public regarding hours, load requirements, fees, etc.
- directs traffic to disposal and/or processing sites
- identifies waste types, verifies solid and special waste authorization tickets
- assists with grounds maintenance including site appearance and erosion control
- mends and builds fences for debris and erosion control
- operates trucks (water, hook, roll-off), rubber-tired end loaders under (250 hp), skid loaders, forklifts, screens and other medium, light and stationary equipment in compliance with the Agency's operating safety policies and procedures.
- loads, sorts, segregates, unloads, moves, stockpiles, processes and otherwise manages raw and finished materials
- completes the daily operators report including walk around inspection, lubrication, cleaning and fluids added during operation
- conducts dust control operations
- cleans Agency buildings and vehicles as directed
- performs litter control tasks, operates related equipment
- adheres to all safety rules established
- assists mechanic on major and minor repairs of all machines
- performs related work as required

## **Minimum Qualifications**

- **Education:** high school diploma or equivalent required
- ability to obtain a valid Commercial Driver's License (Class B) with air brake endorsements within 30 days of start date
- ability to obtain 24 hour Hazardous Materials Worker Training
- ability to obtain 8 Hour DOT Hazardous Material Transportation Training
- **Experience:** a combination of training and experience which provides the required knowledge, skills and abilities

## **Knowledge, Skills & Abilities**

- must possess good customer service skills
- ability to learn materials recycling, handling techniques and safety procedures
- basic understanding of material disposal regulations
- skills in safely operating equipment and tools
- ability to communicate with others including the public and users of Agency facilities
- knowledge of safety rules and accident prevention practices
- ability to establish and maintain effective working relationships and communication with employees and customers
- sufficient vision, with or without reasonable accommodation, which permits the employee to observe and document receipt and handling of materials received at the facility
- sufficient manual dexterity and mobility, with or without reasonable accommodation, which permits the employee to lift fifty (50) pounds and to use hand tools

**Pre-employment Testing:** drug screen and physical

**FLSA Status:** non-exempt

**Job Type:** full-time