



## LAKE OF THE WOODS COUNTY POSITION DESCRIPTION

**DATE:** November, 2017

**JOB TITLE:** Solid Waste Processor

**DEPARTMENT:** Public Works – Solid Waste

**JOB GRADE:** 11 (Effective 2019)

**FLSA:** Non-Exempt - Union

**REPORTS TO:** Solid Waste Program Manager

**SUPERVISES:** N/A

### **GENERAL DUTIES:**

This position assists the Solid Waste Program Manager in the daily operations of the Graceton and NW Angle solid waste facilities. Incumbent is responsible for the daily operations of the County Solid Waste Facilities in the absence of the Solid Waste Manager.

### **MINIMUM QUALIFICATIONS:**

- High school diploma and three years of related equipment operator experience, or equivalent
- Ability to obtain and maintain MN State certifications required to operate the Solid Waste Facilities
- Must possess and maintain a MN Class A Driver's License (CDL)
- Ability to operate all heavy and light equipment used at the facility

### **PREFERRED QUALIFICATIONS:**

- Prior education in science or mechanics
- Light mechanical and carpentry skills

### **KNOWLEDGE, SKILLS and ABILITIES:**

- Capable in the operation and basic maintenance of heavy motorized machinery, composting and recycling machinery and electrical services;
- Must be organized, efficient, safety conscious and have good communication and mathematical skills;
- Needs to be self-motivated and creative;
- A good working knowledge of recycling and/or composting is desired;

### **ESSENTIAL FUNCTIONS:**

- Responsible for tasks required in the daily operations of the Solid Waste facilities including receiving handling, processing and transportation of solid waste material.
  - ✓ Screens material for prohibited items;
  - ✓ Applies charges for loads per facility policy;
  - ✓ Segregates items requiring special handling or subject to recycling.
- Assists in repair and maintenance of processing equipment, light to heavy motorized equipment and facilities.
  - ✓ Performs routine preventive maintenance;
  - ✓ Identifies equipment malfunctions and repairs or assists a mechanic with repairs to the extent work can be performed on site;
  - ✓ Records maintenance and equipment hours so that maintenance can be properly scheduled.
- Serves as backup highway maintenance heavy equipment operator as needed.
  - ✓ Performs winter maintenance including sanding, plowing or hauling as needed;
  - ✓ Responds to summer storm damage, including clearing roads or repairing infrastructure.
- Responsible for personal safety and the safety of others, complying with department safety procedures and rules, County policies, OSHA and MPCA regulations.
  - ✓ Uses proper protective equipment for the activity, including face shields, protective shoes and gloves, chaps, aprons, hearing protection, etc. based on the job being performed;
  - ✓ Uses caution while inspecting loads to avoid slips, cuts, punctures or unprotected contact with hazardous material.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Light bookkeeping and maintenance of daily log
- Facility maintenance and janitorial tasks
- Other duties as assigned or required.

### **WORKING CONDITIONS AND ENVIRONMENT:**

Incumbent must be able to work outside in adverse weather conditions for extended periods of time. Essential physical functions include being able to walk on uneven and slippery terrain without assistance; lift and carry heavy loads over 60 pounds intermittently; at times carry loads up and down stairs; climb up on equipment; travel independently; climb ladders and other physical labor as needed. Generally, a high degree of mobility is needed. Exposure to strong odors and potential exposure to hazardous/infectious waste.

### **SAFETY DUTIES:**

- Cooperates with the County's Safety Program and conducts work habits in a manner that ensures the safety of all employees.
- Responsible for behavior that is consistent with OSHA regulations, the County policies, departmental safety rules and office policies.
- Attends all required safety training sessions.