

Fremont County Solid Waste Disposal District
Fremont County
Lander, Wyoming

JOB TITLE:
RECYCLING & WASTE DIVERSION
/GENERAL LABOR WORKER
(PART-TIME POSITION)

GENERAL

REPORTS TO: Supervising Crew Chief.

POSITION SUMMARY: Provide guidance to customers on proper recycling and waste diversion participation and assist with general labor needs. Work on a regular schedule on an annual basis, but on average less than 30 hours per week, but more than 120 days per year. This classification of employee is not eligible for benefits beyond Wyoming Retirement based on hours worked.

STATUS: Non-Exempt

RESPONSIBILITIES AND ESSENTIAL DUTIES:

1. Work with customers on proper recycling and/or waste diversion processes.
2. Assist with unloading and sorting of recycling and waste diversion materials.
3. Answer questions on the solid waste services offered through the District.
4. Assist with maintaining the recycling and waste diversion collection areas, including transfer of materials to storage locations.
5. Perform light custodial duties to clean and maintain the facilities.
6. Maintain weed and litter around the sites.
7. Perform other such duties or functions that may be required in the proper performance of the duties of this position.
8. Fill in for other staff members as directed.

PUBLIC RELATIONS/INTERACTION:

1. Greet the public in a friendly, helpful manner.
2. Answer questions regarding the Solid Waste District, or refer questions to the appropriate personnel.
3. Maintain professionalism by exerting tact, diplomacy, and good judgment when dealing with the public or other staff in a public setting.

SAFETY:

1. Operates all equipment and tools in a safe and prudent manner.
2. Wears appropriate safety glasses/goggles, safety vests, hard hats, and other safety clothing to maintain safety of the job.
3. Actively participate in all safety meetings.
4. Maintains awareness of other vehicles, equipment, people, and other safety hazards near work sites.
5. Controls traffic at work sites by flagging, posting signs, and other means to guide traffic through work areas in a safe manner.

6. Follows internal and external safety operating procedures as established by the Fremont County Solid Waste District and supervisors.
7. Performs all duties in conformance to appropriate safety and security standards.

SUPPLEMENTAL DUTIES:

1. Assist with general operations as needed, or upon unforeseen staff shortages.
2. Assist with Emergency Services.

REQUIREMENTS

DESIRED MINIMUM QUALIFICATIONS:

1. Knowledge, skills, and abilities:
 - o Ability to accurately perform routine data entry into a computer.
 - o Ability to make accurate basic mathematical calculations.
 - o Ability to post and keep legible records.
 - o Ability to communicate effectively both orally and in writing.
 - o Ability to read and understand written instructions, text/numeric forms, and computerized instructions, etc.
 - o Ability to deal tactfully and firmly with the public.
 - o Ability to maintain effective working relationships with other employees.

PRE-EMPLOYMENT SCREENINGS:

1. Pre-employment screenings may include, but are not limited to, the following: drug screen, references, criminal background, and credit history.

WORK ENVIRONMENT:

1. The District facility work environments involve exposure to hazards or physical risks.
2. The work environment involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and loud noises.
3. Safe operations are required. Appropriate personal protective equipment will be required.

PHYSICAL DEMANDS:

1. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
2. While performing the duties of this job, the employee is constantly required to hear, read, use hands to finger, handle or feel objects, reach with hands and arms, taste or smell. Frequently required to sit, talk, climb, or balance, stand, walk, stoop, kneel, crouch, or crawl, write, and use a keyboard.
3. Must have the ability to constantly lift and/or move up to 70 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL/MOTOR DEMANDS:

1. While performing the duties of this job, the employee constantly meets deadlines, maintains attentiveness duration and has guidance available and co-worker support. Constantly involved in social interactions which require oral communications, multi-tasks, performs routine work, and maintains attentiveness.
2. Memory, reasoning, and judgment is constantly used/required on the job. Estimating and problem solving are frequently used and required on the job.

AGREEMENT:

I certify that I have read and understand all of the above listed information and requirements associated with the Administrative Assistant position at the Fremont County Solid Waste Disposal District.

APPLICANTS PRINTED NAME

APPLICANTS SIGNATURE

DATE

FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT

Employment Application – Please Print or Type and Complete 100% of the Document
(submittal of a resume along with this application is highly encouraged)

Revised: February 23, 2018

APPLICANT INFORMATION

Last Name	First	MI	Today's Date
Street Address			Apartment/Unit#
City	State		Zip Code
Phone ()	E-Mail Address		
Date Available to Start	Desired Salary		
Position Applied for			
How did you hear about the open position? _____			
Are you a citizen of the United States? YES/NO If no, are you authorized to work in the U.S.? YES/NO			
Have you ever worked for this company? YES/NO If yes, when? _____			
Have you ever been convicted of a felony? YES/NO If yes, please explain _____			

EDUCATION

High School	Address	
From	To	Did you graduate? YES/NO
College	Address	
From	To	Did you graduate? YES/NO Degree _____
Other	Address	
From	To	Did you graduate? YES/NO

DRIVERS LICENSE INFORMATION

Do you have a valid Wyoming driver's license? YES/NO

If yes,

1. Please list your driver's license number: _____
 2. What is the type of license? _____
 3. Please list all endorsements _____
 4. Please list: (1.) the types of trucks operated), (2.) the role or conditions the trucks were operated, and (3.) the amount of time spent operating the trucks: _____
- _____
- _____
- _____

Equipment Operation Background

Please list (1.) the type of equipment/heavy equipment that you have operated, (2.) in what role or conditions the equipment was used, and (3.) the amount of time spent operating the equipment: _____

Computer Experience/Ability

Please list (1.) your computer experience, (2.) types of programs used, (3.) in what capacity the computer programs have been used, and (4.) the amount of time you have used the listed programs: _____

REFERENCES

Please list three references for **both** the Professional and Personal

Professional References:

Full Name Relationship
Company Phone ()
Address

Full Name Relationship
Company Phone ()
Address

Full Name Relationship
Company Phone ()
Address

Personal References:

Full Name Relationship
Company Phone ()
Address

Full Name Relationship
Company Phone ()
Address

Full Name Relationship
Company Phone ()
Address

PREVIOUS EMPLOYMENT

Please list three previous employers, starting with your present or most recent employment. Attach additional pages as necessary to represent your applicable work history in a chronological order.

Company	Phone ()	May we contact? YES/NO
Street Address		Apartment/Unit#
City	State	Zip Code
Job Title	Supervisor	
Responsibilities		
Date Hired	Date the position was left	
Reason for leaving		

Company	Phone ()	May we contact? YES/NO
Street Address		Apartment/Unit#
City	State	Zip Code
Job Title	Supervisor	
Responsibilities		
Date Hired	Date the position was left	
Reason for leaving		

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Date Hired	Date the position was left	
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MILITARY SERVICE

Branch	From	To
Rank at Discharge		Type of Discharge
If other than honorable, please explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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