

Last Revision: April 6, 2018

Fremont County Solid Waste Disposal District  
Fremont County  
Lander, Wyoming

*JOB TITLE:*  
*FLOAT POSITION – EQUIPMENT*  
*OPERATOR / TRUCK DRIVER /*  
*LABORER*

## **GENERAL**

**BASE LOCATION:** There is no “Base Location” with this position, instead this position will report to either the Lander Landfill, Riverton Transfer Station, or the Sand Draw Landfill as directed.

**REPORTS TO:** Lander Area Crew Chief and Riverton Area Crew Chief

**POSITION SUMMARY:** A full-time employee who will operate trucks, light and heavy equipment, serve as a scale attendant, and general laborer as directed in both the Lander Area and Riverton Area.

**STATUS:** Non-Exempt

### **RESPONSIBILITIES AND DUTIES:**

1. Truck Driver – operates trucks of various sizes and weights in loading, hauling, and unloading various materials, equipment, and supplies.
2. Equipment Operator – operates light and heavy equipment of various sizes and weights in compacting/moving waste, grading soils, maintaining drainage on sites, repairing roadways, and loading materials.
3. Scale Operator:
  - a. Inspect loads to identify contents and to determine if the load is properly covered and secured. Enter load information and identification into the computer and operate computerized truck scale to determine weight of loads. Direct customers to predetermined areas in the landfill sites for disposal based on load contents. May redirect or refuse to accept loads containing liquids, certain hazardous waste materials, or other materials not in compliance with regulations for disposal at the sites. Provide positive, clear, and direct customer service to our users.
  - b. Operate computer to process proper charges to be assigned for each load and generate charge ticket on printer. Assign and collect disposal fees from established rate schedules for each customer. The ability to make correct change and handle cash in a secure manner.
  - c. File charge tickets for each load, record and secure cash receipts, and maintain file records of loads containing asbestos, contaminated soils, and other hazardous materials. Maintain files and records for the District.
  - d. Perform light custodial duties to clean and maintain the facilities.
  - e. Maintain weed and litter around the immediate scale vicinity.
  - f. Monitor and record any scale accuracy variations.

- g. Work through the day without "set" 15-minute break timeframes, for the two allowed breaks, taking them as the workday allows.
4. General Laborer – assists with various tasks within the bale facilities moving waste, operating the baler system, assisting the general public and commercial haulers in waste unloading, assisting with traffic control, fencing, and other needs of the supervisor.
5. This list of duties is intended to provide a general understanding, and not intended to list all essential duties.
6. Work in the recycling facility to assist with sorting and handling needs of the acceptable materials throughout the day.

**MAINTENANCE OF EQUIPMENT:**

1. Regularly clean and lubricate equipment and assist with other service as directed.
2. Performs routine inspection and preventative maintenance on assigned equipment.
3. Refers detected repairs/work orders to supervisor or mechanic and completes appropriate associated paperwork.
4. Completes safety walk-a-round check list prior to beginning work with any equipment.

**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. Maintains 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.

**AGREEMENT:**

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

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APPLICANTS PRINTED NAME

APPLICANTS SIGNATURE

DATE

## REQUIREMENTS

### DESIRED MINIMUM QUALIFICATIONS:

#### 1. Education and Work Experience:

- Minimum of a high school diploma or GED equivalent, experience or training in data entry, personal computer operation, or any combination of education, experience, and training as may be acceptable to the hiring authority. Must have experience handling cash transactions and customer service work.
- Competent experience involving the use of medium and heavy duty construction equipment.

#### 2. Knowledge, skills, and abilities:

- Considerable knowledge of heavy equipment and truck operation principles.
- Working knowledge of the hazards and safety precautions common to heavy equipment and truck operations.
- Working knowledge of the methods, materials, and tools used in heavy equipment and truck maintenance.
- Ability to understand and follow written and oral instructions.
- Ability to communicate effectively verbally and in writing.
- Ability to work alone and with groups of staff members.
- Ability to observe proper safety precautions.
- Ability to establish and maintain effective working relationships with employees, other departments, and the public.
- Ability to perform heavy manual tasks under varying weather conditions.
- Ability to drive and operate a variety of equipment and trucks in varying weather conditions.
- Ability to identify and handle hazardous waste.
- Ability to perform basic operations on a personal computer and peripheral equipment such as printers or modems.
- Ability to accurately perform routine data entry into a computer.
- Ability to make accurate basic mathematical calculations.
- Ability to make accurate measurements associated with volume calculations.
- Ability to post and keep legible records.
- Ability to communicate effectively both orally and in writing.
- Ability to visually inspect vehicles and contents.
- Ability to read and understand written instructions, text/numeric forms, and computerized instructions and menus, etc.
- Ability to lift up to 70 pounds.
- Ability to deal tactfully and firmly with the public.
- Ability to maintain effective working relationships with other employees.

#### 3. Necessary Special Requirements:

- Ability to acquire and maintain a valid State of Wyoming driver's license.
- Ability to acquire a State of Wyoming Class "A" Commercial Driver's License (CDL) Certification.
- Ability to be insured under the Fremont County Solid Waste Disposal District insurance.

### PRE-EMPLOYMENT SCREENINGS:

1. Pre-employment screenings may include, but are not limited to, the following: drug screen, references, driving, 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:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. There are no "light" duties or "limited" duties that can be made for an employee that cannot meet these requirements. If requested, reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

1. 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, and operate equipment, vehicles, and trucks, sit, talk, climb, balance, stand, walk, stoop, kneel, crouch and crawl. Occasionally the employee may be asked to use a computer.
2. The employee must constantly lift and/or move up to 25 pounds. The employee is frequently required to lift and/or move up to 70 pounds. Occasionally, the employee is required to lift and/or move up to 100 pounds and infrequently must lift and/or move more than 100 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
4. Specific hearing abilities required by this job include the ability to communicate orally with the general public and co-workers, as well as to hear surrounding equipment operations, including back-up alarms, for safety.

**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.

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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.*

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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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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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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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**MILITARY SERVICE**

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

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**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.

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Signature	Date
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