

Last Revision: April 23, 2020

Fremont County Solid Waste Disposal District
Fremont County

JOB TITLE:
Equipment Operator / Truck
Driver / Laborer

GENERAL

REPORTS TO: Superintendent and Crew Chief.

POSITION SUMMARY: A full-time employee who will operate Class B and Class A trucks, light and heavy equipment, and provide general labor services under the guidance of the appropriate supervisor.

Status: Non-Exempt

OVERALL FUNCTIONS: Operates a variety of light and heavy equipment, and heavy trucks while assisting the Solid Waste District in providing solid waste services. Work will be conducted throughout Fremont County, including but not limited to Transfer Stations, Landfills, and Bale Facilities. This work will be completed independently and with a team.

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. General Laborer – assists with various tasks within the bale facilities moving waste, operating the waste baler system, assisting the general public and commercial haulers in waste unloading, assisting with traffic control, fencing, and other needs of the supervisor.
4. Other – potentially assist and learn the operations of the equipment scales for weighing in and out all loads delivered to the sites, filling in with other duties as directed by the supervisor.
5. This list of duties is intended to provide a general understanding, and not intended to list all essential duties.

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.

MAINTENANCE OF EQUIPMENT:

1. Regularly clean, lubricate, and service equipment and trucks as appropriate (i.e. air, fuel, transmission filters, oil change, lube, changing wear items).
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.

SUPPLEMENTAL DUTIES:

1. Assist filling in duties for other Equipment Operators and Truck Drivers.
2. Assist filling in duties for other Laborers.
3. Assist filling in duties for Scalehouse Operators.
4. Assist filling in duties in the operation of the transfer stations.
5. Assist with Emergency Services.

REQUIREMENTS

DESIRED MINIMUM QUALIFICATIONS:

1. Education and Experience:
 - a. Graduation from high school or equivalent experience.
 - b. Competent experience involving the use of construction equipment.
2. Knowledge, Skills, and Abilities:
 - a. Considerable knowledge of heavy equipment and truck operation principles.
 - b. Working knowledge of the hazards and safety precautions common to heavy equipment and truck operations.
 - c. Working knowledge of the methods, materials, and tools used in heavy equipment and truck maintenance.
 - d. Ability to understand and follow written and oral instructions.
 - e. Ability to communicate effectively verbally and in writing.
 - f. Ability to work alone and with groups of staff members.
 - g. Ability to observe proper safety precautions.
 - h. Ability to establish and maintain effective working relationships with employees, other departments, and the public.
 - i. Ability to perform heavy manual tasks under varying weather conditions.
 - j. Ability to drive and operate a variety of equipment and trucks in varying weather conditions.
 - k. Ability to identify and handle hazardous waste.
3. Necessary Special Requirements:
 - a. Valid Wyoming State Driver's License.
 - b. Class A Commercial Driver's License (CDL) Certification.
 - c. Ability to be insured under the Fremont County insurance.

PRE-EMPLOYMENT SCREENINGS:

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

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.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. 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 exposed to fumes and/or airborne particles, outdoor weather conditions, vibrations, and works near or with moving objects. The employee constantly works with others, around others, and has contact with the public. The employee is infrequently exposed to toxic or caustic chemicals, extreme heat, wet, humid conditions and risk of electrical shock. The employee infrequently works in confined areas, in high, precarious places, and infrequently works extended hours.
2. The noise level in the work environment is usually loud to very loud.
3. Safe operations are required. Appropriate personal protective equipment will be required.

MENTAL/MOTOR DEMANDS: The mental/motor demands described here are representative of those that must be made by an employee to successfully perform the essential functions of this job. 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 constantly meets deadlines, maintains attentiveness, and provides guidance and co-worker support. The employee is constantly involved in social interactions which frequently require oral and written communications. The employee frequently maintains flexibility, and performs routine work.
2. Memory, reasoning, and judgment are constantly used and required on the job. Estimating, problem solving, and mathematics 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 this position at the Fremont County Solid Waste Disposal District.

APPLICANTS PRINTED NAME

APPLICANTS SIGNATURE

DATE

**FREMONT COUNTY SOLID WASTE DISPOSAL DISTRICT
- GENERAL EMPLOYMENT APPLICATION FORM -**

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

Applications must be filled out completely to be considered.

Revised: June 24, 2021

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 _____

Have you ever been fired from a job or asked to resign? 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. Driving Record: In order to determine if you are insurable through the District's insurance policies you must provide the following information for the last three years of time:

Have you, in the last three years (from the date of this application):

	YES	NO
- Had three or more moving (i.e traffic) violations	_____	_____
- Driving under the influence of drugs or alcohol	_____	_____
- Leaving the scene of an accident	_____	_____
- Fleeing to avoid arrest	_____	_____
- Reckless driving	_____	_____
- Homicide or assault by motor vehicle	_____	_____
- Driving without auto insurance	_____	_____
- Driving on a suspended license	_____	_____
- Refusal to take blood/breathalyzer test for suspended DUI or impaired driving	_____	_____

5. 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 references.

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 _____

MILITARY SERVICE

Branch _____ From _____ To _____

Rank at Discharge _____ Type of Discharge _____

If other than honorable, please explain _____

PREVIOUS EMPLOYMENT

Please list a minimum of either the last 10 years of work history, or your prior seven employers, whichever is greatest. Starting with your present or most recent employment. Attach additional pages as necessary to represent your applicable work history in a chronological order (again, starting with the most recent).

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
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City _____ State _____ Zip Code _____
Job Title _____ Supervisor _____
Responsibilities _____
Date Hired _____ Date the position was left _____
Reason for leaving _____

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 _____