

Last Revision: April 23, 2020

Fremont County Solid Waste Disposal District  
Fremont County

*JOB TITLE:*  
*RECYCLING & WASTE DIVERSION*  
*/ GENERAL LABOR WORKER*

**GENERAL**

REPORTS TO: Supervising Crew Chief.

POSITION SUMMARY: Provide guidance to customers on proper recycling and waste diversion activities, assist with scale facilities, and assist with general labor needs.

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. Assist with the operation of the scalehouse facility and operations.
6. Perform custodial duties to clean and maintain the facilities.
7. Maintain weed and litter around the sites.
8. Perform other such duties or functions that may be required in the proper performance of the duties of this position.
9. 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, steel toed boots, 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.

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APPLICANTS PRINTED NAME

APPLICANTS SIGNATURE

DATE