



Title:

Laborer

Level:

1

FLSA Status:

Non-exempt

Division:

Solid Waste

Department/Location:

Collections/Recycling Center

Employment Status:

Regular Full Time

SUMMARY

This position reports to a Group Leader. This position is responsible for the collection of waste and recyclable material at designated collection sites.

RESPONSIBILITIES

- Be fully prepared to work at designated start time.
- Be in full uniform at all times during work hours.
- Collect materials from homes, businesses, institutions and drop-off centers.
- Work Household Hazardous Waste collections; set up, pour oil and coolant, direct traffic.
- Ensure that any debris and/or overflow material is retrieved and placed in truck.
- Place collection receptacles at curbside. (Off of the street)
- Direct customers to designated unloading areas.
- Perform duties such as, but not limited to, sorting recyclables, purging and processing, equipment maintenance, site maintenance, janitorial services, litter control, etc.
- Interact professionally with all customers and the public at all times.
- Report all accidents to dispatch that occur at the time of incident. (Whether minor personal injury or vehicular).
- Assist driver with pre- and post-trip truck inspection.
- Exit vehicle and assist driver while backing up. Use appropriate hand signals.
- Utilize all time while “on the clock” efficiently; report to dispatch and punch out within 15 minutes of completion of assignment.
- Assist with the quality control by visual determination at the collection point whether the material is acceptable to the ACUA’s collection program and inform the driver and customer of non-compliance.
- Other duties as assigned.
- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours, attend events and activities that the Authority participates in or sponsors.
- Remain compliant with all training requirements for this position. The training requirements for this position are located on InsideACUA in the Employee Resources section (Blue Box) under Training Resources.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- HS diploma or GED

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES

- Valid driver’s license in good standing.
- Must be able to lift up to 49lbs overhead.
- Must be able to work in an outdoor environment in all weather conditions.
- Must be able to work at a continual consistent pace.
- Ability to work flexible hours including mandatory overtime and holidays.
- Must have a satisfactory or better safety and driving record.
- Must have good customer service skills.
- Must work well with all co-workers.

PREFERRED QUALIFICATIONS

- Experience working in a “team” environment
- Basic computer skills
- Desire to grow professionally; pursue CDL and/or higher education

PHYSICAL REQUIREMENTS

The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable



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disabled individuals to perform the essential functions of their job title and to meet the Employer's expectations for the job title. While performing the functions of this job the employee:

Frequently positions self to move, remove and transport waste and recyclable material and containers weighing up to 49lbs to place in truck. Frequently traverses in and out of truck. Frequently remains in a stationary position while in/on the truck and be able to sustain constant bouncing and shifting of the body because of road conditions. Constantly moves about. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration and load noises. Must be able to operate hand tools and controls. Must have close, distance, color, peripheral and depth vision. Must have close, distance, color, peripheral and depth vision. Constantly works safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Constantly works in all outdoor weather conditions.

Job Description Acknowledgement

<i>Employee (Print Name):</i>	<i>Employee's Signature:</i>	<i>Date:</i>
<i>Supervisor (Print Name):</i>	<i>Supervisor's Signature:</i>	<i>Date:</i>