

# AUGLAIZE COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

Cover Page 1 of 2

<b>Agency:</b>	Board of Commissioners	<b>Employee Name:</b>	
<b>Class Title:</b>	Equipment Operator 1	<b>Position Title:</b>	Recycling Laborer
<b>Class Number:</b>	54411C	<b>Position Number:</b>	01:300204.0
<b>Dept./Div.:</b>	Solid Waste Management	<b>Civil Service Status:</b>	Classified
<b>Unit:</b>	N/A	<b>Employment Status:</b>	Full-time
<b>Reports To:</b>	Solid Waste Mgmt. Dist. Coordinator	<b>FLSA Status:</b>	Nonexempt
<b>EEO Status:</b>	(08) Service/Maintenance	<b>DOT/O*Net Code:</b>	905.663-014/ 929.687-022
		<b>Normal Work Hours:</b>	M-F 7a.m.-3:30 pm

### GENERAL DESCRIPTION:

Under direction of solid waste management district coordinator, operates motorized equipment to load and unload materials and to haul recyclables; collects recyclable materials completing assigned recycling routes and collection from community recycling centers within acceptable timeframes.

### QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school or GED); or any equivalent combination of training and experience.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy; commercial driver's license (CDL) Class A; forklift operator certification.

### EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Forklift, motor vehicle, box truck, roll off truck, stake truck, pull trailer, baler, glass crusher, scales, pallet jack, calculator.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee ascends and/or descends ladders, stairs, or scaffolds; works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, etc.); is exposed to possible injury from extremely noisy conditions above 85db; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; has contact with potentially violent or emotionally distraught persons; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to shaking objects or surfaces.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, OH 43017

{7/23/2014 PDAUGSO 00120414.DOCX }

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

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<b>Unit:</b>	N/A		

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 50% (1) Operates variety of motorized vehicles and equipment (e.g., straight truck, forklift, pallet jack, trailers, etc.) in a safe and expeditious manner (e.g., follows safety rules and regulations, performs daily maintenance checks on equipment used in daily operations to identify maintenance needs and maintain safe operation, etc.) to load and unload materials and to haul recyclables; collects recyclable materials completing assigned recycling routes and collection from community recycling centers within acceptable timeframes; performs recyclable collection, loading, and unloading activities for extended periods of time; ensures material is free and clean of debris, contaminants, and waste; operates scales and hand calculator to weigh load; tracks weight, origin, content, and location of load for EPA reporting purposes.
- 45% (2) Performs routine maintenance and repairs on vehicles, equipment, and scales if qualified and assigned; troubleshoots problems with machinery and equipment; notifies solid waste management district coordinator of any mechanical problems or maintenance issues; sorts materials into appropriate categories for recycling; operates variety of motorized equipment (e.g., forklift, pallet jack, etc.) to arrange materials and equipment to maintain organization in a safe and expeditious manner (e.g., follows safety rules and regulations, performs daily maintenance checks on equipment used in daily operations to identify maintenance needs and maintain safe operation, etc.); operates variety of motorized equipment to process recyclable materials (e.g., balers, glass crushers, etc.) in a safe and expeditious manner to send to end user.
- (3) Maintains required licensures and certifications.
- (4) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (5) Attends professional education and training sessions, seminars, and workshops as directed.

### OTHER DUTIES AND RESPONSIBILITIES:

- 5% Performs other duties as required.

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<b>Unit:</b>	N/A		

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### MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)

**Knowledge of:** safety practices and procedures; department policies and procedures\*; proper lifting techniques; workplace safety.

**Skill in:** operation of various types of motorized equipment (e.g., straight truck, forklift, pallet jack, trailers, etc.).

**Ability to:** carry out simple instructions; comprehend simple sentences with common vocabulary; add, subtract, multiply, and divide whole numbers; demonstrate physical fitness; recognize safety warnings; cooperate with coworkers on group projects; develop and maintain effective working relationships.

### POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

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