

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Cover Page 1 of 2

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

GENERAL DESCRIPTION:

Under direction of solid waste management district coordinator and recycling foreman, sorts materials and recyclables; controls material litter outside and inside facility; assist public in recycling matters as instructed.

QUALIFICATIONS:

 An example of acceptable qualifications:

Ability to perform sorting task; 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.

EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive.

Sort line belt, 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 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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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

- 80% (1) Operates sort line 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.) within acceptable timeframes; ensures material is free and clean of debris, contaminants, and waste; operates scales and paper shredder to assist with materials; controls material litter inside and outside the facility.
- 15% (2) Performs routine cleaning on equipment, and work area as assigned; troubleshoots problems with equipment; notifies solid waste management district coordinator and/or recycling foreman of any mechanical problems or maintenance issues; sorts materials into appropriate categories for recycling 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 safer operation, etc.).
- (3) Maintains required licensures and certifications.
- (4) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% Performs other duties as required.

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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: sorting of recyclable materials.

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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