



## JOB DESCRIPTION

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<b>Position Title:</b> <u>Utility Worker</u>	<b>Department:</b> <u>Operations – FFLF</u>
<b>FLSA Status:</b> <u>Non-Exempt (Hourly)</u>	<b>Reports To:</b> <u>Assistant Manager, FFLF</u>
<b>Effective Date:</b> <u>May 2016</u>	<b>Working Status:</b> <u>Full Time</u>

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### **Job Summary:**

Responsible to assist in any capacity, as qualified and assigned, to maintain the facility operation, including performing the essential functions of Heavy Equipment Operator, Compliance, Facilities Maintenance, Weighmaster position and Truck Driver (ability to obtain CDL Class A with a 12 month period). The ability to change from job to job is critical.

### **Job Responsibilities:**

- Advance LCSWMA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities.
- Safely and effectively operate LCSWMA Heavy Equipment.
- Safely and efficiently operate class A or B and C motor vehicles.
- Ensure the proper equipment and supplies are available for performance of all daily activities.
- Learn and maintain knowledge of Weighmaster program and scale house operations.
- Perform all essential functions of the Truck Driver, Heavy Equipment Operator, Compliance, Facilities Maintenance and Weighmaster positions.
- Be available to assist in any capacity, as qualified and assigned, to maintain the facility operation.
- Maintain knowledge of acceptable waste streams to prevent unauthorized waste types from being delivered to the facility.
- Comply with Pennsylvania motor vehicle laws in relation to operating motor vehicles.
- Maintain cleanliness of work area, as applicable.
- Monitor supplies and notify appropriate person for restocking.
- Perform all work in a safe, effective, and reliable manner.
- Complete reports and paperwork as necessary.
- Maintain facility roadways (ie. Sweeping and snow removal).
- Mows facility grounds and the Authority property.
- Removes weeds along the perimeter fence, sidewalks, flowerbeds, and trees.
- Performs other maintenance on grounds, buildings, and roadways as requested.
- Be available to assist in other capacities, as qualified and assigned, to maintain the facility operation as directed by Assistant Manager.
- Learn the proper operation of facility and grounds maintenance equipment, including but not limited to lawn mowers, tractors, weed-eaters and chain saws.
- Be able to change jobs throughout the day and be flexible.
- Support a culture of safety by performing all responsibilities in accordance with LCSWMA safety policies and procedures and take a proactive approach to ensure a safe working environment for employees and customers.
- Perform all work within Environmental Management System policies in order to comply with procedures.

### **Education, Training or Certification:**

- High School Diploma or acceptable equivalent.
- Valid Class A CDL Pennsylvania drivers license.
- Able to obtain and maintain DOT medical card.
- Knowledge of LCSWMA Rules and Regulations and waste disposal procedures required by LCSWMA.



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- Able to acquire and maintain a Pennsylvania Department of Agriculture Weighmaster's License.

### **Technical Competencies:**

- Fluently speak, read, and write fluent English.
- Basic math, reading and writing comprehension.
- Basic computer skills.
- Working knowledge of heavy equipment operation.
- Effectively handle stressful or sensitive situations.
- Hear and communicate accurately and courteously via two-way radio and in person.
- Learn and effectively use computer software programs required by LCSWMA.
- Work cooperatively and diplomatically with visitors, co-workers, and vendors of varying socioeconomic backgrounds.
- Work alone, self-directed, and with good business judgment.

### **Work Environment and Physical Demands:**

- Employees in this position work outdoors in all weather conditions. There are also occasional dusty conditions making it necessary for the employee to walk away from the dusty area until it clears. Work may involve exposure to heights, high levels of noise and dust, and strong trash odors.
- Stand and/or sit for extended periods of time.
- Lift up to 75 pounds and carry for a distance of 50 feet.
- Frequently bend, reach, push and pull.

### **Equipment Used:**

- Two-way radio, telephone, calculator, personal computer
- Radiation monitoring equipment
- Class A motor vehicles
- Broom/shovel/
- Snow blower/chainsaw
- Heavy equipment (loader, scraper, backhoe)
- Hand tools (manual and power)
- Ground maintenance machinery and equipment

### **Work Hours:**

Day shift, 40+ hours per week, but hours may vary depending on workload and special projects. Saturday hours may be required.

### **Behavioral Competencies:**

- **Teamwork and Collaboration:** Works cooperatively as part of a team and collaboratively with peers, internally and externally. Specifically, cooperates; for example, supporting team decisions.

*I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all-inclusive list of responsibilities, skills efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.*

**Employee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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