



JOB DESCRIPTION

Position Title: Compliance/Maintenance **Department:** Operations
FLSA Status: Non Exempt (hourly) **Supervisor Title:** Assistant Manager, SRMC
Effective Date: May 2016 **Working Status:** Full Time

Job Summary:

Responsibilities include coding manifests, screening waste, controlling traffic, properly processing waste, off-loading trucks, and maintaining facility grounds and equipment.

Job Responsibilities:

- Advance LCSWMA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities.
- Execute the manifest system and visually inspect waste loads.
- Properly document violations of LCSWMA Rules and Regulations.
- Assure proper disposal and routing of all waste to the designated areas and by the proper methods.
- Efficiently and safely direct traffic throughout the facility, particularly in the tipping floor area.
- Operate equipment for unloading assistance as necessary.
- Efficiently and accurately complete Daily Compliance Report/Maintain Daily Log Book.
- Check forklifts and/or other equipment daily for proper maintenance and complete Daily Maintenance Reports.
- Accurately screen and process supplemental waste.
- Maintain knowledge of acceptable waste streams to prevent unauthorized waste types from being delivered to the facility.
- Maintain cleanliness of tipping floor and warehouse areas.
- Maintain facility roadways (ie. Sweeping and snow removal).
- Performs litter checks of grounds and surrounding roadways.
- Mows facility grounds as necessary.
- Removes weeds along the perimeter fence, detention ponds, swales, sidewalks, flowerbeds, and trees.
- Performs other maintenance on grounds, buildings, and roadways as requested.
- Collect samples of the waste streams as required by Conformance Testing Schedule.
- Check trucks and trailers for DEP stickers and proper signage.
- 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.
- Maintain a valid class C PA Drivers license.
- Knowledge of LCSWMA Rules and Regulations and waste disposal procedures.



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Technical Competencies:

- Fluently speak, read, and write English
- Basic math, reading, and writing skills and comprehension
- Basic knowledge of landscape equipment (lawn mowers, weed eaters, blowers) and operating procedures
- Hear and communicate accurately and courteously via two-way radio and in person
- Ability to learn the proper operation of facility and grounds maintenance equipment, including but not limited to lawn mowers, tractors, weed-eaters and chain saws

Work Environment and Physical Demands:

- Employees in this position normally perform work in a variety of environments, ranging from indoor climate controlled to the unpredictable outdoor weather conditions.
- Work may involve exposure to heights, high levels of noise and dust, and strong trash odors.
- Frequently reach and bend to unload trucks.
- Endure of the physical demands associated with the activities of the position, including long periods of standing, walking, and driving tractors on uneven terrain, and repetitive arm and hand movements.
- Lift and carry up to 50 pounds.
- Wear half-face respirator and pass fit test.

Equipment Used:

- Two-way radio, telephone
- Brooms, shovels
- Backhoe, forklift, gator
- Safety Equipment
- Hand tools (manual & power)
- Truck
- Lawn and ground machinery & equipment
- Motorized street sweeper
- Cinder spreader
- Half-faced respirator
- Blower (leaf and snow)

Work Hours

Hours will normally fall between 5:00 a.m. to 4:00 p.m. Monday to Friday, and Saturdays 7:00 a.m. to 11:00 a.m. as scheduled by Manager. The hours may vary depending on overtime and special projects.

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:** _____