



JOB DESCRIPTION

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

Job Summary:

Responsible for coding manifests, screening waste, controlling traffic, properly processing waste, off-loading trucks, 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.
- Safely remove recyclable materials and unacceptable items from trash.
- Assure proper disposal and routing of all waste to the designated areas and by the proper methods.
- Hear and communicate accurately and courteously with customers, loader, and operators.
- Direct traffic throughout the facility, particularly in the tipping area.
- Operate equipment when needed for unloading assistance.
- Work cooperatively and diplomatically with visitors, coworkers, and vendors of varying socioeconomic backgrounds and effectively handle stressful or sensitive situations.
- Learn the proper operation of facility and grounds maintenance equipment, including but not limited to lawn mowers, tractors, weed-eaters and chain saws.
- Be available to assist in other capacities, as qualified and assigned, to maintain the facility operation.
- Communicate with Weighmaster, operators, and customers.
- Accurately code material types on manifests.
- Fill out daily tipping area log sheet.
- Report accidents to Facility Manager immediately.
- Maintain knowledge of acceptable waste streams to prevent unauthorized waste types from being delivered to the facility.
- Maintain facility roadways (i.e. sweeping and snow removal).
- Performs litter checks of grounds and River Road.
- 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.
- 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.



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Education, Training or Certification:

- High school diploma or acceptable equivalent.
- Basic math, reading, and writing skills and comprehension.
- Knowledge of LCSWMA Rules and Regulations and waste disposal procedures required by LCSWMA.
- Ability to obtain weighmaster license.
- Maintain a valid class C PA Drivers license.

Technical Competencies:

- Speak, read, and write fluent English.
- Basic math, reading, and writing
- Effectively handle stressful or sensitive situations.
- Hear and communicate accurately and courteously via two-way radio and in person.

Work Environment and Physical Demands:

- Employees in this position normally work outdoors in unpredictable outdoor weather conditions. Work may involve exposure to heights, high levels of noise and dust, and strong trash odors.
- Stand for extended periods of time.
- Lift and carry up to 75 pounds.

Equipment Used:

- Two-way radio
- Backhoe
- Track loader
- Hydraulic excavator
- Wheel loader
- Lawn and ground machinery and equipment

Work Hours:

Day shift, 40+ hours per week, but those 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:** _____