



## JOB DESCRIPTION

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**Position Title:** Compliance/Maintenance      **Department:** Operations - WTE  
**FLSA Status:** Non Exempt (hourly)      **Supervisor Title:** Site Supervisor  
**Effective Date:** November 2020      **Working Status:** Full Time

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### **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 Route 441.
- Proper operation of facility and grounds maintenance equipment, including but not limited to lawn mowers, tractors, weed-eaters and chain saws.
- Mows facility grounds and the Authority property at the remote pump-house, 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.
- Knowledge of LCSWMA Rules and Regulations and waste disposal procedures.
- Maintain a valid class C PA Drivers license.



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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.
- Effectively handle stressful or sensitive situations.
- Work cooperatively and diplomatically with visitors, coworkers, Covanta crane/loader operators, and vendors of varying socioeconomic backgrounds.
- Hear and communicate accurately and courteously via two-way radio and in person.

### 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 and operate drum crusher.
- 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
- Drum crusher, air chisel, air gun
- Safety Equipment
- Hand tools (manual & power)
- Truck
- Lawn and ground machinery & equipment, blower (leaf and snow)
- Motorized street sweeper
- Cinder spreader
- Half-faced respirator

### Work Hours

Day shift, 40+ hours per week, which includes Saturdays 7:00 a.m. to 11:00 a.m. as scheduled by Facility 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: \_\_\_\_\_