

SOUTHEAST BERRIEN COUNTY LANDFILL

JOB DESCRIPTION

GENERAL LABOR

Supervised by: Operations Manager, General Manager

Supervises: No direct supervisory responsibilities.

Position Summary:

Under the supervision of the Operations Manager, performs routine but important duties needed by an employer. Jobs often require performing manual tasks and should be open to learning.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists with various landscaping such as mowing and/or weed eating to maintain the appearance of the facility.
2. Assists with building maintenance including janitorial duties.
3. Assists in the collection of scattered litter as needed.
4. Introduction to operating vehicles and equipment based on experience and comfort at the discretion of the Operations Manager.
5. Participates in safety training and attends safety meetings. Adheres closely to all safety polices and regulations in order to assure the safety of employees and the public.
6. Performs related work as required.

Required knowledge, skills, abilities, and minimum qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Basic skills such as ability to communicate, write efficiently, understand instructions, and follow orders.
- A valid vehicle Operator's license.
- Knowledge of safety precautions involved in equipment and landfill operations.

- Ability to perform heavy manual labor tasks and lift up to 80 pounds.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with other employees and the public.

Physical demands and work environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and see with good, color vision. The employee frequently is required to use hands to handle or feel and have the ability to reach with arms. The employee is regularly required to perform manual labor involving lifting and moving of heavy weight.

While performing the duties of this job, the employee works in the field. The employee is regularly exposed to fumes or airborne particles, outside weather conditions and moving mechanical parts and/or machinery. The noise level in the work environ may be loud.