

BREMER COUNTY EMPLOYEE JOB DESCRIPTION

Position: Landfill Asst. On Call Parttime

Reports to: Landfill Manager

Department: Solid Waste / Landfill

Date Adopted: July 1, 2009

FLSA Status:

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POSITION SUMMARY: Assists at the Landfill at an on call basis

ESSENTIAL JOB DUTIES: Includes but not limited to Truck Driving, Roll-off and Dump trunks, general labor around landfill, and some scale operations.

ENTRY REQUIREMENTS: Must have a CDL license

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Truck driving and some computer knowledge

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

1. Ability to effectively manage the work of others.
2. Experience in PC computing is required,.
3. Ability to read and speak fluent English
4. Ability to assure records, reports and daily reporting requirements are completed.
5. Ability to communicate with people to convey or exchange information in a courteous, professional manner.
6. Ability to interact with and establish effective working relationships with assigned staff, coworkers, Director, other agencies and the public.
7. Ability to communicate accurately in writing and perform basic math.
8. Ability to drive to various locations assigned utilizing own vehicle or agency vehicle.
9. Ability to lift a minimum of 50 pounds.
10. Ability to organize, prioritize, schedule, and other projects to assure completion.
11. Ability to work independently and use initiative to achieve the goals and objectives of Bremer County and its consumers.
12. Able to maintain a professional relationship with staff, coworkers, consumers and the public.

PHYSICAL REQUIREMENTS:

1. **Sitting:** Approximately 2 to 3 hours during an 8 hour day.
2. **Standing and Walking:** Approximately 1 to 3 hours/day Depending on needs of the position.
3. **Driving:** Approximately 1 to 3 hours/day. Must be able to get a class D, drivers license.
4. **Lift, carry, Push, Pull, Moderate Deviation of Wrist, Knee, Ankle, Shoulder:** Must be able to lift and carry objects of approximately 30 to 50 lbs.
5. **Climb/balance:** 1 hour/day. The ability to climb stairs is required.

6. **Stoop, Bend, Kneel, Crouch, Crawl:** 1 to 3 hours/day. May be required/as needed to perform this job.
7. **Reach, Handle, Finger, Feel:** 1 to 2 hours/day. Good manual dexterity is required to perform this job. The individual needs to write information on paper and enter information into a computer when needed. The individual needs to be able to sort and handle documents.
8. **Sight:** The ability to see and interpret information is a requirement of their job. Sight is used constantly. The position requires reading and/or recognizing information, discussing this information with others, translating and paraphrasing this information for others, and documenting this information.
9. **Talk, Hear:** The individual is required to communicate effectively with consumers other employees, supervisors, families, and other services professionals.

WORK ENVIRONMENT

Works in a variety of environments including, but not limited to, offices, apartments, and recreational facilities. May experience numerous interruptions from telephone calls or people needing information and attention. Works independently to complete many tasks.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with Bremer County
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any job-related instructions and to perform any job-related duties requested by the Director
4. Bremer County reserves the right to change or reassign job duties or combine positions at any time.
5. This document does not create an employment contract, implied or otherwise, other than "at will" employment relationship.

Employee:

I have read the job description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at will by Bremer County without notice or by myself with at least 2 weeks notice.

Date

Employee Signature