

**METRO WASTE AUTHORITY
POSITION DESCRIPTION**

SUMMER LABORER

Incumbent's Name: Multiple Positions Department: Landfill
Title: Summer Labor FLSA: Non-Exempt
Date: March 28, 2017 Reports To: Disposal Operations Mgr.

PURPOSE OF POSITION

Performs physical labor and light equipment operation to maintain and ensure a neat, orderly, and safe work site and operation at the Metro Park East Landfill, Metro Compost Center, and/or Metro Transfer Station.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. Duties and responsibilities are listed to reflect a sense of key priority. They are not to be construed as exclusive or all-inclusive. Other duties may be required, assigned, or may be requirements of the student's learning plan or the cooperative education agreement.

1. Maintains Highway 163 by means of physical labor in cleaning the roadside and ditches of debris and litter.
2. Operates small equipment such as company pick-up, riding mower, and related equipment to maintain the site.
3. Uses basic shop tools such as shovels, brooms, and rakes.
4. Maintains buildings, grounds, and premises of the physical facility to ensure the workplace is tidy, clean, and safe.
5. Provides courteous external and internal customer service according to MWA Customer Service standards.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Position requires:

- Graduation from high school, GED equivalency, or participation in a school-sponsored learning experience.
- Valid Iowa driver's license.
- A drug test and pre-employment physical. Subject to random alcohol and drug testing. Must maintain insurability standards.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

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Position requires:

- Outside work involving regular standing, walking, crouching, crawling, stooping, kneeling, pushing, and pulling heavy objects up to 150 lbs and carrying objects up to 70 lbs.
- Regular periods of sustained physical activity involving climbing, bending, stooping, controlling, and adjusting the progress of machines and equipment; using appropriate body members (arms, hands, fingers, legs, etc.) to work, move, guide or place objects or materials, insert, throw, dump or place materials in container, or remove them from containers using either mechanized equipment or physical labor.
- Clarity of vision twenty (20) feet or more, good depth perception and field of vision in order to operate various kinds of public works motorized equipment, as well as eye/hand/foot coordination, manual and finger dexterity, acceptable hearing and related cognitive abilities.

Cognitive Demands

Position requires:

- Working knowledge of the operating characteristics of light facility equipment, potential hazards, and safety precautions.
- Knowledge of hand and power tools used in the maintenance and repair of equipment facilities and premises.
- Ability to perform a variety of laboring and semi-skilled tasks in the operation, maintenance and repair of equipment, and ability to follow written and oral directions.

Language Ability and Interpersonal Communications

Position requires:

- Basic human relations skills in talking and/or signaling people to convey basic program information.
- Receiving and acting upon the instructions of another person.
- The ability to speak and read the English language.
- Ability to develop and maintain effective working relationships with temporary and permanent employees, supervisors, and the general public.

Environmental Adaptability

Position requires:

- Work performed in an environment with undesirable conditions: exposure to extreme heat and cold, odors, noise, dust, fumes, moving parts, electrical shock, burns and toxic agents.
- Occupational hazards such as those generally associated with ongoing exposure to moving machinery/equipment leading to cuts, bruises, burns, strains, back injuries, and potentially more serious injuries.

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I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that the additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek.

Employee Signature

Date

Department Head

Date

Metro Waste Authority is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, Metro Waste Authority will provide reasonable accommodation to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.