

## **EMPLOYMENT OPPORTUNITY**

### **Bartholomew County Solid Waste Management District**

#### **POSITION: Small Load Assistant**

Incumbent serves as the Small Load Assistant, responsible for the day-to-day operation of the small load disposal area at the Bartholomew County Landfill. General hours of work include 10 hour days, four days a week .

#### **Essential Responsibilities:**

- Monitors the refuse entering the small load area for compliance with absence of special waste, unsafe, and undesirable materials.
- Directs all small loads (under 200 lbs.) to either unload at the open top roll-offs or compactors or take material to the Landfill working face.
- Responsible for maintaining and cleaning the small load area at the landfill where residents can unload material into compactors and roll-offs, etc.
- Responsible for the proper housekeeping of the small load area including equipment maintenance, general maintenance, and grounds maintenance.
- Works with landfill operating contractor for the disposal of open top roll-offs and compactors to the Landfill. Works with vendors for disposal of recycling material.
- Responsible for the Freon removal and proper disposal of refrigerant containing appliances/devices delivered to the Landfill. Formal training required for this process.
- Assist the landfill operating contractor in enforcing safety regulations (speed limits, safe vehicle operation, traffic control), and overseeing safe unloading at the small load area.
- Assist as needed in the other areas of the disposal area and additional duties as necessary to provide for the safe, efficient operation of the gate and scales. Cross-train in the Scalehouse and be available to assist in this capacity as needed.
- Assists/cross-trains in the routine operation of other programs of activity and other facilities (Recycling Center, Commercial Cardboard Program, Yard Waste Site) as needed.

**Minimum Qualifications:** A high school diploma with experience in equipment operation, warehouse operations, and inventory is preferred. Ability to effectively work with the public is required. A strong mechanical aptitude and the ability to operate equipment (including but not limited to a baler, fork truck, lawn mower, bobcat etc.) is required and legally qualified to operate a motor vehicle; Must pass a routine drug screening test, be bonded for insurance, and have an acceptable driving record for insurance.

**Personal Work Relations:** Ability to deal tactfully and responsively with the general public and the ability to work in harmony with other employees and supervisors.

**Working Conditions:** Incumbent performs a wide variety of activities including grounds maintenance, equipment operation, etc. Policy and guidance is provided by the Operations Manager and Director as per the District Board of Directors.

This job posting is intended to be a general summary of job content. It should not be construed to be an exhaustive listing of the job duties or requirements.

**Wage:** \$18.43/hr.-\$18.93/hr.

**Submit Applications to District Office, 720 South Mapleton Street, Columbus, IN 47201 interviews ongoing as applications are received. AN EQUAL OPPORTUNITY EMPLOYER**