



HUMAN RESOURCES DRIVER/OPERATOR

POSITION DESCRIPTION: DRIVER/OPERATOR

POSITION STATUS: NON-EXEMPT

PAY RANGE: MIN: \$ 42,000 MID-POINT: MAX:

DIRECT REPORT: FIELD OPERATIONS PROGRAM MANAGER

GENERAL PURPOSE AND EXPECTATIONS

Under supervision of the Field Operations Program Manager, this position involves driving and labor activities related to many of the materials management programs for the Lake County Solid Waste Management District ("District"), including but not limited to the District's tire recycling, electronics recycling, battery recycling, and household hazardous waste programs, as well as the District's compost operations.

Honesty, integrity, courtesy, and professionalism in contact with other District employees and the public is essential.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provide labor for the operation and maintenance of District operated electronics drop-off recycling sites.
- Provide labor for the operation and maintenance of District operated tire recycling sites.
- Provide labor for the operation and maintenance of District operated battery recycling sites.
- Operate a box truck and heavy/specialized equipment used in the management of the District's above-described programs. Heavy/specialized equipment consists of, but is not limited to, a heavy duty payloader, compost turner, and screener.
- Maintain and/or complete preventative and minor maintenance work on assigned equipment. Includes washing and greasing vehicle and equipment.
- Provide a high level of customer service and maintain productive working relationships with facility partners.
- Perform all other duties as assigned by the Executive Director, Assistant Director, and/or Field Operations Program Manager.

Necessary Knowledge, Skills and Abilities:

- Ability to make accurate mathematical calculations.
- Ability to identify hazardous and potentially hazardous situations.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with customers, contracted agencies and workers, other employees, supervisory personnel, and the public.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to operate a light duty pick-up truck, box truck, SUV or other motorized vehicles utilized in District operations.
- Ability to work independently and collaboratively.
- Ability to lift materials less than or equal to 100 pounds.

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- Ability to operate heavy/specialized equipment used in the management of the above-described District programs. Heavy/specialized equipment consists of but is not limited to a heavy duty payload, compost turner, and screener.
- Ability to use equipment and machines including but not limited to power and hand tools, electronic testing instruments, gauges, light and heavy equipment.
- Ability to complete work activities assigned by supervisor per established procedures, standards, and work methods.
- Ability to follow established safety procedures while completing work activities and operating assigned equipment.
- Ability to learn county streets/roads to complete work assignments.
- Ability to learn and follow standards used in department operations.
- Basic computer and cell phone skills.
- Be highly motivated and self-directed.
- Ability to pass a background check.
- Valid Indiana driver's license

Personal Work Relationships

Incumbent maintains frequent communication with District co-workers, local government entities, manufacturers and suppliers of equipment and supplies, sub-contractors, and public for the purpose of providing and receiving information and coordinating programs.

Working Conditions

- Incumbent exposed to heavy equipment, moving parts, noise, dust, grease, vehicle fumes, fuels, and cleaning chemicals. Successful applicant periodically performs duties outdoors and is exposed to extreme temperatures, inclement weather, and traffic. Safety precautions must be followed at all times to avoid injury to self and others.
- Incumbent may be required to work seasonal, extended, weekend and/or evening hours, and possible response to emergencies. Primary duties are performed in the field or off-site environment; activities may involve exposure to adverse weather conditions and hazards involving exposure to hazardous materials. This schedule will reflect the needs of the District. The schedule is flexible and is subject to change as determined by the Executive Director, Assistant Director, or Field Operations Program Manager.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Ability to operate or be trained to operate a box truck, heavy duty payload, compost turner, screener, etc.

Special Requirements: Valid Indiana Driver's License

Physical Demands / Work Environment: Primary duties are performed in the field or off-site environment; activities may involve exposure to adverse weather conditions and hazards involving exposure to hazardous materials.

Reports To: Field Operations Program Manager; Assistant Director/Executive Director

Supervision Exercised: None

FLSA Status: Non-Exempt

The District's policy is to consider each applicant for District employment based on their qualifications for the job, and without regard to race, religion, color, creed, gender, sexual orientation, gender identification, genetic identification (including family medical history), age, familial status, national origin, disability, political affiliation, veteran status, or any other legally protected characteristic. The District will also not request, require, or purchase genetic information (including family medical history) regarding any applicant or employee or their family members except as required or

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permitted by law. Any evidence of possible discrimination shall be brought to the immediate attention of the District Executive Director for further action.

It is the policy of the District to comply with federal and state laws concerning the employment of the disabled. Accordingly, it is District policy not to discriminate against a qualified individual with a disability, because of the disability, regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment. Further, the District will reasonably accommodate qualified individuals with a disability so that he or she can perform the essential functions of the job.

All offers of employment will be conditioned upon completion of a medical examination to establish that the person is capable of performing the essential job functions with or without reasonable accommodation, if necessary. The medical examination will be given prior to the commencement of employment, but after a conditional offer of employment has been made. Failure to submit or complete a medical examination will be viewed as rejection of the offer of employment.

To apply, please email a completed application form, cover letter and resume including three (3) references to Jeanette Romano at jromano@lcswmd.com. This position will remain open until filled.