



## JOB DESCRIPTION

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**Position Title:** Yard Jockey                      **Department:** Operations – TSC  
**FLSA Status:** Non Exempt (Hourly)                      **Reports To:** Transfer Station Manager  
**Effective Date:** June 2018                      **Working Status:** Full Time

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### **Job Summary:**

Safe and efficient transfer of trash trailers between tunnel, scales, and parking pads, as well as janitorial maintenance of the yard area and scales.

To perform this job successfully, an individual must be able to perform each job responsibility and satisfactorily meet the essential functions of this position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the job responsibilities.

### **Job Responsibilities:**

- Advance LCSWMA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities.
- Safely and efficiently operate tractor and trailer in forward and reverse directions.
- Safely and efficiently operate Class A motor vehicles.
- Understand and effectively follow directions and instructions.
- Follow machinery checklist procedures and accurately complete pre-maintenance and repair forms.
- Safely and efficiently operate backhoe/skid steer.
- Effectively maintain cleanliness of tunnel area and wash down according to schedule and as necessary outside of normal scheduled maintenance schedule.
- Effectively maintain cleanliness inside trucks.
- Maintain cleanliness of lot drainage openings.
- Assist with Transfer Station Facility snow removal.
- Close tunnel doors at the end of shift.
- Equipment safety checks.
- Accurate and timely completion of pre-maintenance forms.
- Timely, safe and efficient transfer of trailers between tunnel and parking areas.
- Account for and return equipment keys to proper location at end of each day.
- Cleanliness and routine maintenance of tunnel area and scales.
- Unloading trailers from SVDO area.
- Moving trailers in and out of the docks at HHW.
- Perform all work within Environmental Management System policies in order to comply with procedures.
- Be available to assist in other capacities: as qualified and assigned, to maintain the facility operation as directed by Transfer Station Manager.

### **Education, Training or Certification:**

- (R) High School Diploma or acceptable equivalent.
- (R) Basic reading, and writing comprehension.
- (R) Basic communication skills.
- (R) Basic working knowledge of trucks, trailers and compactor machines.
- (R) Knowledge of LCSWMA Rules and Regulations and waste disposal procedures required by LCSWMA.



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- (R) LCSWMA training on all equipment necessary to perform job.
- (R) Valid Class A Pennsylvania drivers license

### **Technical Competencies:**

- Fluently speak, read, and write English.
- Basic reading, and writing skills and comprehension.
- Work cooperatively and diplomatically with visitors, coworkers, and vendors of varying socioeconomic backgrounds.
- Hear and communicate accurately and courteously via two-way radio and in person.
- Work alone, self-directed, and with good business judgment.

### **Work Environment and Physical Demands:**

- Employees in this position work continuously in an uncontrolled outdoor environment, which includes all weather conditions and strong trash odors, as well as periodic conditions of high dust and wet sloppy work areas.
- Push, pull and lift up to 60 pounds.
- Frequently reach overhead, climb and bend.

### **Equipment Used:**

- Class A motor vehicle
- Truck tractor, trailer
- Backhoe
- Metal cutters
- Knife, scraper
- Broom, shovel
- Skid steer

### **Work Hours:**

Day shift, 40+ hours per week, but those hours may vary depending on workload, and special projects. Saturday work required.

### **Behavioral Competencies:**

- **Teamwork and Collaboration:** Works cooperatively as part of a team and collaboratively with peers, internally and externally. Specifically, cooperates; for example, supporting team decisions.

*I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all inclusive list of responsibilities, skills efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.*

**Employee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_