



JOB DESCRIPTION

Position Title:	<u>Utility Worker</u>	Department:	<u>Operations</u>
FLSA Status:	<u>Non-Exempt (Hourly)</u>	Reports To:	<u>Facility Manager</u>
Effective Date:	<u>May 2018</u>	Working Status:	<u>Full Time</u>

Job Summary:

Responsible to assist in any capacity, as qualified and assigned, to maintain the facility operation, including performing the essential functions of a Truck Driver, Compliance, Facilities Maintenance and Weighmaster position. The ability to change from job to job is critical.

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 class B and class A motor vehicles.
- Ensure the proper equipment and supplies are available for performance of all daily activities.
- Learn and maintain knowledge of PC Scales software and scale house operations.
- Perform all essential functions of the Truck Driver, Compliance, Facilities Maintenance and Weighmaster positions.
- Be available to assist in any capacity, as qualified and assigned, to maintain the facility operation.
- Maintain knowledge of acceptable waste streams to prevent unauthorized waste types from being delivered to the facility.
- Comply with Pennsylvania motor vehicle laws in relation to operating motor vehicles.
- Maintain cleanliness of work area, as applicable.
- Monitor supplies and notify appropriate person for restocking.
- Perform all work in a safe, effective, and reliable manner.
- Complete reports and paperwork as necessary.
- Be able to change jobs throughout the day and be flexible.
- Report accidents to Facility Manager immediately.
- Perform all work within Environmental Management System policies.
- Maintain facility roadways (ie. Sweeping and snow removal).
- Performs litter checks of grounds and River Road.
- Mows facility grounds and the Authority property.
- Removes weeds along the perimeter fence, sidewalks, flowerbeds, and trees.
- Performs other maintenance on grounds, buildings, and roadways as requested.
- Be available to assist in other capacities, as qualified and assigned, to maintain the facility operation as directed by facility management.
- Learn the proper operation of facility and grounds maintenance equipment, including but not limited to lawn mowers, tractors, weed-eaters and chain saws.
- Support a culture of safety by performing all responsibilities in accordance with LCSWMA safety policies and procedures and take a proactive approach to ensure a safe working environment for employees and customers.
- Perform all work within Environmental Management System policies in order to comply with procedures.

Education, Training or Certification:

- High School Diploma or acceptable equivalent.
- Knowledge of LCSWMA Rules and Regulations and waste disposal procedures required by LCSWMA.
- Valid Class A CDL Pennsylvania driver's license.



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- Able to obtain and maintain DOT medical card.

Technical Competencies:

- Speak, read, and write fluent English.
- Basic math, reading and writing comprehension.
- Basic computer skills.
- Hear and communicate accurately and courteously via two-way radio and in person.
- Learn and effectively use computer software programs required by LCSWMA.
- Work alone, self-directed, and with good business judgment.

Work Environment and Physical Demands:

- Employees in this position work outdoors in all weather conditions. There are also occasional dusty conditions making it necessary for the employee to walk away from the dusty area until it clears. Work may involve exposure to heights, high levels of noise and dust, and strong trash odors.
- Stand and/or sit for extended periods of time.
- Lift up to 75 pounds and carry for a distance of 50 feet.
- Frequently bend, reach, push and pull.

Equipment Used:

- Two-way radio, telephone
- Brooms, shovels
- Backhoe, forklift, gator
- Drum crusher, air chisel, air gun
- Safety Equipment
- Hand tools (manual & power)
- Class A & B motor vehicles
- Lawn and ground machinery & equipment
- Motorized street sweeper
- Cinder spreader
- Half-faced respirator
- Blower (leaf and snow)

Work Hours:

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