

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, 7:00 am to 5:00 pm.

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 trash into compactors and roll-offs.
- 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.

Benefits: Paid Time Off, Health Insurance, Retirement Plan

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

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