

LYON COUNTY, MINNESOTA POSITION DESCRIPTION

Position Title: Recycling Driver

Department: Environmental

Reports to: Environmental Administrator

FLSA: Non-exempt

Pay Grade 7

PURPOSE OF POSITION:

The purpose of this position is to operate equipment used in the collection and transportation of recyclable materials for Lyon County. Duties include, but are not limited to: operating specialized equipment; performing manual labor; performing preventative maintenance; and performing additional tasks as assigned by the Environmental Administrator. Employees may be required to work additional hours as necessitated by the department's operations, including early mornings, weekends, and holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Due to the diversity associated within this position, the following duties include all tasks associated with all assignments.

Operates specialized equipment engaged in the collection, maintenance, and transportation of recyclable materials for Lyon County. Examples may include, but are not limited to, hook arm and/or cable hoist haul truck to load and unload roll-off dumpsters with or without a pup trailer, recycling compactor equipment, skid loader, over the road semi-tractor – trailer.

Performs preventative maintenance; washes trucks and equipment; cleans and maintains equipment; assists in the mechanical repair of equipment; performs checks of equipment's oil, water, and air levels.

Fills out various reports and documents, including truck and trailer inspection sheet, time cards, inventory sheets, truck inspection sheets, vehicle repair sheets, load sheets, fuel consumption sheet, and vehicle maintenance reports. Reviews and receives maps and material safety data sheets.

Responsible to observe all Lyon County safety and health rules and to apply the principles of accident prevention in day-to-day duties.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

High school diploma, or GED, required; with a minimum of one-year experience in heavy equipment operation, maintenance, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Must possess a Class "A" commercial driver's license.

Dependent upon where assigned, additional certifications may be required.

CPR/First Aid certification within six (6) months of hire.

SUPERVISION

None

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements:

Physical demand requirements are at levels of those for heavy active work. Must be physically able to operate a variety of machines and equipment including hoist equipment, emptying and reloading recycling dumpsters, loading recycling compactor, removing large non-recyclable items using hand tools.

Numerical Aptitude and Language Ability:

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; and interpret same as may be appropriate.

Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. Requires the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech.

Environmental Adaptability:

Work is performed in an environment with regular exposure to a number of undesirable conditions: noise, dust, fumes, vehicle exhaust, moving parts, electrical shock, burns, hazardous weather conditions and toxic agents.

ACCOUNTABILITES AND WORK ENVIRONMENT:

Accountabilities Shared by All Employees

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values
2. Implicit in the employer-employee relationship is the right of Lyon County to rely upon the presence of the employee during assigned hours of work and the obligation of the employee for timely and regular attendance.
3. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
4. Develops respectful and cooperative working relationships with co-workers.
5. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
6. Seeks opportunities for further personal growth and development.
7. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
8. Complies with all rules and policies in order to maintain a safe work environment.

Employee Signature

Supervisor's Signature

Date

Date

Lyon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.