

## **LABORER (COLLECTION, PROCESSING, GENERAL DUTIES)**

The purpose of this Job Description is to outline the responsibilities of the Laborer in the tasks of Refuse Collection, Recycling Processing and other general duties to define the areas of review to be covered during a performance review and to list the minimum requirements for filling this position.

### **RESPONSIBILITIES**

The Laborer shall report to the Operations Manager as the formal source of instruction; however the Laborer will also receive instruction from other lead personnel. These individuals may be collection crew leaders or Truck Drivers, Equipment Operators, Processing Leaders, ECT. The collection tasks include assisting the Refuse Truck Drivers in the collection of waste, for example: Picking up bags or cans of refuse, commercial container dumping, or other necessary tasks associated with this job. Collection tasks also include the collection of recyclables at the curb, at commercial and industrial establishments, special events and sorting the same. Processing of materials would include sorting recyclables as to marketable items and preparing those materials for shipment and or further processing. General duties would include tasks around the Authority's landfills, processing centers, transfer stations, special projects and any equipment or facilities owned by the NTSWA. There will be times when these responsibilities may shift to other NTSWA Waste Management activities, at which time the Laborer would be expected to fulfill those duties.

### **SPECIFIC DUTIES**

1. Assist with picking up refuse and recyclables at curbside and assist the Refuse Truck Driver rear load container serving including dumping, delivery, and removal.
2. Be prepared to assist customers in the carrying out above listed duties and at recycling center; remembering to be respectful, courteous, and professional at all times.
3. Maintain a clean and neat appearance, remembering that you are often the first impression that a customer has of the NTSWA.
4. Maintain, wear, and replace when required ALL safety equipment issued by the NTSWA for the carrying out of work responsibilities. These include but are not limited to: ear protection, eye protection, dust mask, gloves, ECT.
5. Wear safety vests or other approved outer clothing at all times during waste and recycling collection activities to ensure visibility and safety.
6. Assist with keeping the interior and exterior of the vehicles and equipment clean and neat in appearance.
7. Assist with keeping the NTSWA property and buildings clean and presentable in appearance. This can include but is not limited to constructing and maintaining litter fences, picking up litter, maintaining landscaping, mowing grass, maintaining roadways,

drainage structures and erosion/ sedimentation control devices, and assist in the operation and development of new landfill dumping fields, buildings, and structures.

8. Assist with any required paperwork such as completion of dispatch and collection data sheets, equipment maintenance logs, including data input into the tablets, ECT.
9. Be able to sort recyclables by type, marketability and cleanliness and be able to inventory amount of baled materials as to type.
10. Be able to assist in the operation and at times operate the processing equipment such as material balers, densifiers, conveyors, tippers, skid steers, fork- lifts and loaders.  
Approval by the facility foreman will be necessary before the laborer is permitted solely to operate this equipment.
11. Be able to assist in the operation, weighing, and unloading of NTSWA owned trucks.
12. Adhere to all policies and procedures set forth by the Northern Tier Solid Waste Facility including the Code of Employee Conduct and Code of Ethics
13. Other duties as assigned by Operations Manager, Assistant Operations Manager, and Executive Director.

## **QUALIFICATIONS AND REQUIREMENTS**

1. High school diploma or equivalent preferred. At minimum ability to read and write as necessary to perform job tasks.
2. PA Drivers License and must meet employment MVR check in accordance to NTSWA policy.
3. Must pass pre-employment drug and alcohol testing and participate in random reasonable suspicion, and post accident drug and alcohol testing.
4. Requires medium to heavy physical strength and must be in good physical condition, able to work in all types of weather conditions, odorous environments and rigorous physical labor conditions including occasionally lifting up to 70 pounds.
5. Physical demands require frequent sitting, standing, walking, talking, hearing, and eye/hand/foot coordination with occasional lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, and reaching.
6. Be a reliable and conscientious employee and willing to learn and take directions.
7. Ability and willingness to be open to change and offer constructive feedback.
8. Ability to communicate effectively both verbally and in writing and work as part of a team.

Date Reviewed with employee: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Foreman Signature: \_\_\_\_\_

**\*\* At will employment status:** This job description is not intended in any way to create, and does not create, a durational term of employment or an employment contract, express or implied, between the employee and the Northern Tier Solid Waste Authority. Nor does it limit or restrict NTSWA with respect to the creation or termination of relationships with its employees. As an employee-at-will, employment with NTSWA may be terminated at any time, with or without cause and without notice by the employee or the NTSWA.

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