

## Job Description

**Job Title:** Waste Monitoring Assistant (Part-Time)  
**Department:** Engineering and Operations  
**Reports To:** Operations and Environmental Programs Coordinator  
**FLSA Status:** Non-Exempt  
**Prepared By:** HR  
**Prepared Date:** 03/28/2021

**Summary:** Under the direction of the York County Solid Waste Authority's (YCSWA) Operations & Environmental Programs Coordinator, or his designee, provide for day-to-day monitoring and administration of the Small Load Drop-Off (SLDO) area at the York County Resource Recovery Center. This position primarily consists of year-round outside work.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Monitor incoming loads of waste for compliance with YCSWA's acceptable materials list.
- Direct customers to appropriate disposal locations.
- Monitor and maintain traffic flow.
- Assist in maintaining and cleaning the SLDO area.
- Assist with YCSWA's Electronic Waste Collection Program, including sorting of materials and moving and organizing gaylords with the aid of a pallet jack and forklift.
- Operate a forklift and a utility vehicle.
- Assist customers with unloading heavy items such as electronics, refrigerators, couches, etc.
- Maintain necessary logs and tracking records as needed.
- Assist with snow removal and surface de-icing.
- Communicate with the public to guide them and answer questions related to operations at the SLDO area.
- Assist in covering for waste monitoring attendant when attendant is off.
- Participate in site safety programs and exercises.
- The position will require approximately 20 to 30 hours a week including some Saturdays.
- Other duties, as required.

### Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- \* **Project Management** - Makes best use of work time to complete tasks on schedule and assignments and able to manage priorities.
- \* **Oral Communication** - Speaks and gets clarification, in English. Able to communicate professionally to the public and deal with customers of all types in a calm manner.
- \* **Written Communication** - Able to read and interpret written information. .
- \* **Teamwork** - Balances team and individual responsibilities; able to provide training/instruction to coworkers.

- \* **Organizational Support** - Follows policies and procedures.
- \* **Planning/Organizing** - Uses time efficiently, is a self-starter and manifests a proactive approach to all aspects of job responsibilities.
- \* **Professionalism** - Accepts responsibility for own actions.
- \* **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- \* **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- \* **Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- \* **Adaptability** - Adapts to changes in the work environment.
- \* **Attendance/Punctuality** - Is consistently at work and on time.
- \* **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to additional pre-approved hours of work when necessary to reach goals; Completes tasks on time.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 essential functions.

### **Education and/or Experience**

Preferably should be a graduate of an accredited high school or GED program. The candidate must possess excellent customer service skills. The candidate must possess the knowledge, or ability to learn to operate a forklift. The candidate must possess ability to work in a team setting and independently. Valid PA driver's license required.

### **Language and Mathematical Skills**

Ability to read, speak, hear, and write in English and perform basic mathematical computations including addition, subtraction, multiplication, and division. Ability to speak Spanish is a plus.

### **Computer Skills**

Ability to utilize email and internet for business needs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities** The candidate must possess the ability to learn or possess the knowledge to distinguish between different types of computer equipment and other electronics for sorting purposes.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand for long periods with minimal sitting; use hands to finger, handle, or feel and reach with hands and arms. Ability to climb ladders and steps to access platforms plus ability to stand on open grating floors. Also, the potential to enter confined spaces with appropriate personal protective equipment (PPE) may be necessary. The employee must be able to be respirator qualified. The employee is frequently required to walk and talk or hear/understand verbal communications. The employee must be able lift and /or move up to 25 pounds, occasionally lift and/or move up to 50 pounds at least for 20 feet. Ability to walk with containers and/or equipment on uneven terrain.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position primarily consists of outside work. While performing the duties of this Job, the employee is sometimes exposed to moving mechanical parts/equipment as well as dust, odors, heat, and cold. The noise level in the work environment is moderate. The employee will be required to wear appropriate personal protective equipment as protocols dictate, e.g., long-sleeved shirt, gloves, safety boots, hard hat, safety glasses, hearing protection, respirator, etc.