

**Lincoln County
Position Description**

Position Title: Solid Waste Assistant LTE	Department: Solid Waste Department
Pay Grade: LTE	FLSA: Non-Exempt
Date: March 2023	Reports to: Solid Waste Manager

Purpose of Position

The purpose of this position is to assist the Program Assistant and the Equipment Operators with general office functions and yard operations.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Operates all department machinery and equipment in a safe and proficient manner.
- Assists equipment operators with routine machinery and equipment maintenance. Also records hour and maintenance for each machine.
- Handles and disposes of solid waste in accordance with the county's operating license, plan of operation and Wisconsin Department of Natural Resources regulations.
- Separates various waste materials such as: recyclables, wood, metal, etc. from waste deposited.
- Assists the equipment operators with various needs in the landfill operations.
- Perform other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma or GED equivalent. Prior experience in the program area of the assigned department or any combination of training and experience which provides the required knowledge, skills and abilities. Supplemented by technical school training involving heavy equipment mechanics, along with substantial prior experience in the operation, maintenance and repair of heavy equipment.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

The requirements listed below are representative of the knowledge, skill and/or ability required.

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to seventy-five (75) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.
- Ability to operate a motor vehicle.
- Ability to operate heavy equipment.

- Ability to operate a variety of office equipment including the yard scale.
- Ability to use shovels, power and hand tools used in building and equipment maintenance work.
- Ability to cut and weld various metals.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements, a good driving record, and acquire a CDL if required.
- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.
- Ability to make change to persons paying dumping fees with cash at the Landfill Office.
- Ability to prepare and maintain record systems on equipment maintenance and monitoring of groundwater and methane observation wells.
- Ability to maintain an effective working relationship with the Solid Waste Manager, fellow employees, various government agencies and the general public.
- Willingness to accept change and be trained on safety issues, hazardous waste, engineered landfill procedure, monitoring equipment, etc.
- Willingness to work under a somewhat varied schedule which will include Saturday mornings (one Saturday a month).
- Ability to record and deliver information, explain procedures and following instructions.
- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to work effectively in an office environment.
- Ability to perform outdoor job duties in all kinds of weather.
- Must be able to meet required deadlines, which may be stressful.
- Ability to interact positively with public and others.

Lincoln 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 both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date