

## Spencer County Position Description

**Position Title:** Processing Assistant/Truck Driver  
**Position Number:**

**Department:** Solid Waste Management District                      **Pay Grade:** 2019- \$14.25/hr.  
**Reports To:** Foreman/Operations Manager    \$29,640/annual

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### **Purpose of Position:**

Under supervision of the Foreman/Operations Manager, the Truck Driver/Processing Assistant operates various trucks and equipment assigned to the Spencer County Solid Waste Management District. The individual may also be required to operate baler, forklift, skid steer loader, and other equipment used at the recycling facility.

### **Essential Duties and Responsibilities:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Operate truck and equipment that compresses trash and recycled materials.
- Drive to disposal sites to empty bins that have been filled.
- Refuel trucks or add other fluids, such as oil or brake fluid.
- Report equipment malfunctions and problems to supervisor.
- Prepare recyclables and other materials for shipping including, but not limited to, E-waste, HHW, Mercury, recyclables; also to load and off-load items for shipping.
- Operates baler, forklift, skid steer loader, horizontal baler, and van-body truck.
- Provides assistance in warehouse and shop area as needed.
- Maintains truck and equipment; performs repairs when necessary; maintains cleanliness of truck, equipment, shop and grounds.
- Collects recyclables from participating business, agencies and schools.
- Represent the Solid waste Management District in a friendly, tactful, and courteous manner.
- The District may require employee to perform a variety of other assigned duties. Shifts may vary according to needs of the District.
- Performs other related essential duties as required.

### **Minimum Training and Experience Required to Perform Essential Duties and Responsibilities**

- High School diploma or equivalent plus one to two-years experience in “air brake” truck driving; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.
- A valid Commercial Driver’s License (CDL) is a plus, must be able/willing to attain if hired.

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Physical Requirements:**

- Ability to operate departmental equipment, machines, and tools including lawn mowers, weed trimmers, manual tie horizontal baler, front-load trucks, van-body trucks with mechanical lift gate, forklifts, skid steer loaders, mechanic's tools, welders, carpenter's tools, chain saws, shovels, hand tools, etc.
- Ability to exert physical effort in activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, carrying, pushing and pulling, balancing, walking, stooping, and handling of materials.
- Ability to stoop, bend and climb in and out of equipment.
- Ability to lift 50 pounds (more on occasions).
- Ability to load, unload, or stack containers, materials or products.
- Ability to work with constant exposure to heat, cold, dampness, and noise, vibration and other disagreeable work conditions.
- Ability to take necessary precautions for the safety of self and others inherent when working with machinery.

### **Mathematical Ability**

- Ability to add and subtract

## **Language Ability and Interpersonal Communication**

- Ability to work directly with the public – this includes serving Spencer County residents and businesses and receiving clients or guests.
- Communicate with Operations or Office Manager concerning delays, unsafe sites, accidents, equipment breakdowns, or other maintenance problems.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use independent judgment, common sense, and principles of rational systems in the performance of tasks.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to explain, demonstrate and clarify to others recycling and District policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests.
- Ability to communicate effectively with District personnel, processors of recyclables, and the general public verbally and in writing.
- Ability to work under stressful conditions and to respond immediately to crisis/emergency situations.

*Spencer 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.*