



LABORER (Semi-Skilled)

Hopi Solid Waste Management Program

Reports To: Program Manager

Salary/Hourly Range: 25

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 1/29/2020

INTRODUCTION

This position consists of performing physical labor in support of overall operations of the Hopi Solid Waste Management Program.

KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Manually pick-up discarded/windblown refuse at the landfill, bags and loads material into containers provided or physically load/unload solid waste material at designated areas.
2. Communicate with supervisor concerning delays, unsafe sites, accidents, equipment breakdowns and other maintenance issues; keep informed of road and weather conditions to determine how routes will be affected.
3. Performs general maintenance within Landfill Facility and preventative maintenance functions on equipment and tools for reliable use.
4. Performs visual inspection of solid waste delivered to the landfill by customers, to assess presence of prohibited materials and hazards, relays information to appropriate personnel.
5. Performs duties of a semi-skilled laborer, from time to time, to ensure service containers and equipment are properly maintained and repaired for delivery or use; i.e. welding, pressure cleaning, etc.
6. Assist in monitoring traffic, directs customers in off-loading refuse at assigned designated areas.
7. Assist in off-loading heavy bulk items from project vehicles and/or customer vehicles.
8. Assist in directing compactor or heavy equipment operators to designated dump area within the working cell.
9. Follows and practices safety measures associated with landfill operations and collection of solid waste materials which may include the use of heavy equipment for program operations.
10. Performs other related duties as assigned or authorized to achieve Tribal/Program goals and objectives.

PERSONAL CONTACTS

Contacts are with employees within/outside the immediate work area, customers, public/private organizations/businesses, vendors and the general public. The purpose of these contacts is to exchange factual information, provide services/assistance and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work requires strenuous physical exertion such as frequent climbing, descending, stretching or crouching and lifting objects up to 150 lbs., walking over rough and uneven terrain in varying weather conditions, requiring the incumbent to adhere to safety practices and wear protective clothing. The work may extend beyond the normal eight (8) hour daily schedule to meet the demands of the position.

MINIMUM QUALIFICATIONS

Education: High School Diploma or GED Certificate;

AND

Experience: One (1) year related work experience performing physical and semi-skilled labor;

OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of safety practices and procedures in potential hazardous environment associated with solid waste materials and open dumps
- Skill in verbal and written communication skills
- Skill in using hand tools and equipment
- Skill in customer service
- Ability to follow verbal and written instructions
- Ability to adhere to priorities, complete work assignments/projects in a timely manner without immediate supervision
- Ability to establish and maintain effective positive and professional working relationship with others.

NECESSARY SPECIAL REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of criminal misdemeanors at the local, state, or federal level within the past five (5) years of application.
7. Must complete and maintain annual immunization and physical wellness exams.