



LABORER

Hopi Solid Waste Management Program

Reports To: Program Manager

Salary/Hourly Range: 23

FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 1/5/2017

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 visual inspection of solid waste to be collected to assess presence of prohibited materials and hazards; relays information to appropriate personnel.
4. Assist in monitoring traffic, directs customers in off-loading refuse at assigned designated areas.
5. Assist in off-loading heavy bulk items from project vehicles.
6. Assist in directing compactor or heavy equipment operators to designated dump area within the working cell.
7. Follows and practices safety measures associated with landfill operations and collection of solid waste materials.
8. Issues and maintains inventory of assigned tools and equipment.
9. 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

1. Required Education, Training and Experience:

Education: High School Diploma or GED Certificate;

AND

Experience: Six (6) months related work experience performing physical labor;

OR

Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of safety practices and procedures in potential hazardous environment associated with solid waste materials and open dumps.

Skills:

- Skill in verbal and written communication skills;
- Skill in using hand tools and equipment;
- Skill in customer service.

Abilities:

- 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 and maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving course.
2. Must complete and pass the pre-employment screening which includes fingerprint and background investigation in accordance with Hopi Tribal policy.
3. Must not have been convicted of misdemeanors at the local, state or federal level within the past twelve (12) months of application.
4. Must complete and maintain annual immunization and physical wellness exams.
5. Must be able to pass mandatory and random drug & alcohol screening.