



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Diversion Systems Maintenance Worker	<b>DEPARTMENT:</b>	Operations
<b>REPORTS TO:</b>	Field Operations Supervisor	<b>FLSA STATUS:</b>	Non-Exempt
<b>PREPARED DATE:</b>	August 2022	<b>APPROVED DATE:</b>	August 18, 2022
<b>REVISION DATE:</b>			

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### **SUMMARY**

Under general direction of the Field Operations Supervisor, the Diversion Systems Maintenance Worker performs a wide variety of semi-skilled and unskilled manual labor and equipment operation tasks, including but not limited to sorting, separating, and processing materials for recycling on site, Managing the receiving area for incoming materials, and performing other job-related work as required.

**Essential Job Functions:** Essential functions for this classification may include any of the following tasks, knowledge, skills and other characteristics, which list is not intended to be comprehensive but rather is intended to provide a representative summary of the major duties and responsibilities of the classification:

- Operates equipment used to divert and recycle onsite commodities such as de-packager, loaders, conveyor belts, sort lines, water trucks, roll off truck and other equipment as required.
- Performs some semi-skilled maintenance and repair tasks on equipment and facilities.
- Performs a variety of unskilled manual tasks primarily involving physical strength, dexterity and coordination.
- Lifts and moves heavy objects; separates materials such as tires, mattresses, wood, glass, metals, plastics, etc. from waste materials for recycling or reprocessing.
- Inspects loads and receives materials at designated drop off areas.
- Assists in loading and unloading trucks.
- Clears and cleans transfer station or various landfill work areas.
- Moves collection bins with pneumatic forklift or roll off truck to and within the recycling facility and landfill.
- Sweeps and removes hazards from the work area floor of the recycling, transfer or disposal facility.
- Responds to questions from the general public related to the Authority's solid waste and diversion programs.
- Interacts with customers and directs customers to proper drop off locations for recyclable items.
- Completes load checks and rejects unacceptable materials or designates them to proper drop off locations.
- Maintains diversion activity records designated for specific operations.
- Must maintain violation-free driving record during employment.

To perform this job successfully, an individual must be able to perform each essential job function. required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

### **SUPERVISORY RESPONSIBILITIES**

This job has no current supervisory responsibilities.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED required. Note: Additional qualifying experience may be substituted for the required education on a year per year basis.

### **CERTIFICATE, LICENSE, & REGISTRATION REQUIREMENTS**

A valid California "C" driver's license is required. Commercial "A" driving license preferred. Must possess violation-free driving record for at least 18 months prior to employment with the Authority. Must have a driving record that meets the Authority's auto insurance requirements. Must report any changes in status of driver's license.

### **OTHER REQUIREMENTS**

Must possess a sufficient amount of strength and stamina to lift and carry objects weighing up to 80 pounds and must be free from allergies to dust and pollen. Must be willing to work early morning, evening, holiday and weekend shifts. Must be willing to work with exposure to disagreeable odors and potentially hazardous substances.

### **KNOWLEDGE AND SKILLS:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Previous work experience performing heavy physical labor is highly desirable.
- Experience operating designated equipment such as loaders, water trucks, roll-off trucks and other similar equipment
- Ability to handle physically demanding work including lifting/loading bulky and heavy refuse.
- Ability to work independently and with minimal supervision.
- Ability to effectively deal with the general public and customers.

#### **Skill in and Ability to:**

- Perform skilled maintenance, repair and construction assignments in a safe and efficient manner.
- Maintain productivity and focus on assigned tasks, with and without supervision, performing work in a timely and efficient manner.
- Understand and comply with safety policies and procedures.
- Pass physical examination, which includes drug testing and pre-employment assessment of safe work capacity in relation to the essential job functions of the position including the requirements to wear respiratory protection and other safety equipment if needed.
- Understand and carry out oral/written directions and accept constructive criticism.
- Serve customers in a positive manner maintaining courtesy and respect at all times.
- Cooperate with other employees and promote team harmony and effectiveness.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Adhere to an assigned work schedule; adjust working hours to include early evenings and/or Weekends if necessary.
- Conduct Vehicle and equipment safety inspections.

#### ***Language Skills***

Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to customers and other employees of the organization. Bilingual in Spanish is desirable.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**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.

**COMPETENCIES**

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

**Communication (Oral/Written)**

Express views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicate openly and honestly, and promote an open exchange of ideas. Be an effective listener – listening openly without interrupting. Keep people well informed in respect of key organizational and departmental issues in a timely manner. Deliver information effectively in a variety of written formats, including reports, letters, memos, emails, etc.

**Cost Consciousness**

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line.

**Customer Focus/Interpersonal Skills**

Seeks to understand the (complex) dynamics of the customer's business. Builds effective customer rapport/relationships and treats them as business partners. Makes customers feel appreciated for their business. Actively seeks and listens to customers' needs, suggestions and feedback. Takes a genuine interest in customers and demonstrates urgency, energy and enthusiasm in satisfying their needs. Is friendly, warm and sincere, and easily approachable. Is tactful, compassionate and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

**Flexibility/Adaptability/Initiative/Proactivity**

Is open to new ways of working, ideas and processes. Adapts quickly and effectively, to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of their control. Actively attempts to influence events and initiates action without having to be urged on. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

**Functional Expertise**

Has the functional competence (skills & knowledge) to be effective in their job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

**Teamwork**

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages and considers others' ideas, opinions and suggestions. Actively

involves self in team activities, and contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

### **OTHER QUALIFICATIONS**

**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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

Frequently stand and walk; ability to stoop, kneel or crouch to pick up or move objects; physical ability to perform heavy physical labor; walk for short/long distances and on uneven surfaces; lift and move objects weighing up to 80 pounds without assistance and heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to wear personal protective equipment including ear and eye protection, latex, rubber or leather gloves, hardhat, rain protection, and steel toe boots.

**Work Environment** - While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; offensive odors; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of radiation, explosives, and high noise level. 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.

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I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

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Employee

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Date