

LYON COUNTY, MINNESOTA POSITION DESCRIPTION

Position Title: HHW Seasonal Position

Department: Environmental

Date

Reports To: Environmental Administrator

PURPOSE OF POSITION:

The purpose of this position is to assist the Household Hazardous Waste (HHW) Specialist in the Household Hazardous facility and the mobile unit by sorting and packing HHW materials in compliance with appropriate regulations.

ESSENTIAL FUNCTIONS:

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

Sorting and packing HHW material in compliance with appropriate regulations.

Accepting electronics brought to facility and mobile unit.

ADDITIONAL FUNCTIONS:

Answers and responds to phone calls, copies documents.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Must be 18 years of age and possess a valid driver's license.

Physical Requirements:

Must be able to move or carry job-related objects or materials. Such as helping unload vehicles bringing waste and/or electronics to the facility. The position also requires assisting with the stacking of drums using a pallet jack.

Must be able to move or carry job-related objects or materials. Must be physically capable of walking, crawling, crouching, stooping, kneeling, pushing, pulling, lifting, and carrying relatively heavy objects.

Physical demand requirements are at levels of those for active/strenuous physical work.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

Language Ability:

Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures.

May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech.

Requires the ability to communicate with and before others using correct English.

Interpersonal Communication:

Requires the ability to communicate with people to convey or exchange professional information.

Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving and/or receiving instructions.

Environmental Adaptability:

Work is often performed in an office environment. Head aches, eye strain, carpal tunnel, and related occupational hazards associated with computer work reflect most common potential for injury.

Work is also performed outside in a variety of weather conditions, including heat, cold, odors, smoke, toxic agents, noise, and dusts.

Accountabilities Shared By All Employees

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values.
2. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
3. Develops respectful and cooperative working relationships with co-workers.
4. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
5. Seeks opportunities for further personal growth and development.
6. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
7. Complies with all rules and policies in order to maintain a safe work environment.

Employee's Signature

Supervisor's Signature

Date

Date

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