



George A. Lauritson  
Mayor

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## CITY OF ST. ROBERT, MISSOURI

### Laborer

**A revision has been made to the License and Certifications section of this job announcement. Previous applicants will need to reapply.**

**Position Open Date: May 15, 2018**

**Position Close Date: Open until filled**

**Classification: Full-Time**

**FLSA Status: Non-Exempt**

**Number of Positions: 1**

Please submit a resume and a City of Saint Robert application, which can be printed from [www.saintrobert.com](http://www.saintrobert.com). Resumes and application may be uploaded on-line at [www.saintrobert.com](http://www.saintrobert.com), mailed or dropped off at the St. Robert City Hall located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, emailed to [hr@saintrobert.com](mailto:hr@saintrobert.com) or faxed to (636) 216-3368. Please visit [www.saintrobert.com](http://www.saintrobert.com) for additional information regarding this position. If you have any further questions, please contact Human Resources at (573) 451-3302 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at [hr@saintrobert.com](mailto:hr@saintrobert.com). The City of St. Robert is an equal opportunity employer.

### GENERAL PURPOSE OF POSITION:

This position performs unskilled and semi-skilled work in the City Transfer Station and performs related duties as required. Duties are performed in accordance with established ordinances, policies and procedures of the City of St. Robert.

### MAJOR DUTIES AND RESPONSIBILITIES:

#### General

- Knows, understands and implements the solid waste disposal facility operating rules and procedures.
- Keeps facility areas clean by sweeping, raking, picking up broken glass and loose paper debris, and maneuvering barrels and bins into proper locations.
- Assists facility patrons with their trash/recyclables as needed, or as directed by Facility Manager.
- Conducts visual inspection of loads as needed to prevent disposal of prohibited materials.
- Loads trailers and containers in accordance with department policies.
- Directs customers and drivers to proper loading/unloading areas; assists customers and drivers with unloading and loading recycling materials.
- Assists facility patrons in the appropriate placement of refuse and recyclables.
- Maintains recycling areas, and ensures the proper disposal and classification of all recycled materials.

- Uses and performs routine/preventative maintenance on baler, hand tools, and power equipment.
- Maintains exterior of facility grounds including, but not limited to; grass mowing, weed eating and edging, snow and ice removal, and collection of trash.

### **Safety**

- Is familiar with, and executes, safe work procedures associated with assigned work.
- Packages, sorts, and stores recyclables in a safe and healthful manner.
- Clean and maintain tools, equipment, and facility areas.
- Store items in a safe, orderly and accessible manner.
- Recommend disposal of unsafe, defective, or obsolete materials, equipment or supplies.
- Operate equipment in accordance with established safety guidelines.

### **Performs other related duties as required**

### **JOB CONTEXT:**

The Laborer is a full-time, permanent position in the Transfer Station Department. The immediate supervisor for this position is the Transfer Station Manager. The person in this position is supervised daily. The person in this position works regular hours, year-round, rarely working overtime except for when waiting on trucks or performing maintenance not able to be completed during normal working hours. There is no night or shift work associated with this position. The person in this position almost never receives phone calls regarding work at home and is never on call. Ninety percent 90% of the work for this position is done outdoors, and 10% of the work is done indoors. The Laborer is accountable for the monetary, fiscal, safety, and legal issues for which this position is responsible.

In this position, there is occasional exposure to chemicals and/or hazardous materials in the form of exhaust, aerosol cans, trash, hospital needles, motor oil, paint, and car batteries. The stress level associated with this position is average, varying from dealing with sub-contractors. Physical work consists of, but is not limited to, sitting for a few hours at a time, climbing, bending, carrying, walking around obstacles, lifting, shoveling, and ice removal.

### **LICENSES AND CERTIFICATIONS:**

The person in this position must possess a Commercial Driver's License or be able to obtain one at their own expense within six months of the date of hire.

### **EDUCATION AND EXPERIENCE:**

The person in this position must have a high school diploma or equivalent. At least some experience in this position is preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge**

- Weights and measures
- Heavy equipment operation
- Basic computer skills
- Proper grammar and the use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department

- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government

### **Skills and Abilities**

- Operate heavy equipment
- Perform maintenance procedures
- Use weights and measures conversion tables
- Perform basic mathematical functions
- Work as a team member with other employees
- Communicate effectively with other city employees, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations

Certain duties of this position are classified as “safety-sensitive.” Therefore, the person in this position will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis in accordance with the City’s Alcohol & Controlled Substance Use, Abuse and Testing Policy.

This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by Department Head as required. This job description is an “at-will” position and does not constitute a written or implied contract of employment.