



Dr. George A. Lauritson  
Mayor

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City of St. Robert, Missouri  
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St. Robert, Missouri 65584  
[www.saintrobert.com](http://www.saintrobert.com)

## **JOB DESCRIPTION**

Transfer Station General Laborer

**Position Open Date: July 28, 2017**

**Position Close Date: Open until filled**

**Classification: Part-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 part-time 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.
- 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 Transfer Station General Laborer is a part-time position in the Transfer Station Department. The immediate supervisor for this position is the Facility Manager. The person in this position is supervised daily. The person in this position works flexible hours, year-round. There is no shift work requirements associated with this position. Work done in this position is performed indoor and outdoor in all types of weather conditions.

There is exposure to high noise levels from loaders, grinders, material handling, and other equipment, chemicals and/or hazardous materials in this position. Work may be repetitive and may be performed under conditions of extreme temperature and humidity. The stress level associated with this position is above-average. Physical work consists of, but is not limited to, twisting, kneeling, crouching, lifting, bending, squatting, carrying, climbing, sitting, and standing for long periods of time.

**LICENSES AND CERTIFICATIONS:**

- The person in this position must have and maintain a valid Missouri Driver's License. A Commercial Driver License is preferred, but not necessary.

**EDUCATION AND EXPERIENCE:**

- The person in this position must have a high school diploma or its equivalent.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge**

- Thorough knowledge of safety precautions pertaining to disposal of hazardous materials.
- Proper grammar and the use of English in speaking and writing.
- Mathematical skills, including addition, subtraction, division, and multiplication.

**Skills and Abilities**

- Ability to work cooperatively with co-workers and the general public.
- Perform basic arithmetic involving addition, subtraction, multiplication, and division.
- Ability to operate hand tools.
- Ability to carry out verbal instructions.
- Ability to perform heavy manual labor under frequently adverse conditions.
- Work safely without presenting a direct threat to self or others.

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

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.

