

SOLID WASTE ASSISTANT

NATURE OF WORK

Responsible for cleaning and maintaining the grounds and directing traffic entering and exiting the area.

Work involves routine and non-routine manual work, often of a repetitive nature and requiring the use of manual and power tools and equipment. Work is performed in adverse climate conditions. Works in a dusty environment, may be exposed to fumes.

Work is performed under regular supervision whom may not be physically present at all times.

CRITICAL ELEMENTS OF PERFORMANCE

Performs routine light or heavy manual labor, primarily requiring physical exertion and operation of manual and power tools and equipment as assigned.

Performs preventive maintenance on tools and equipment as assigned.

Performs manual labor assignments, such as loading and unloading vehicles with a forklift, pallet jack, or by providing manual assistance; removing snow from roads and spreading sand and cinders on icy surfaces; cleaning gutters, culverts, catch basins, and other drainage structures; digging and back-filling ditches; custodial cleaning; working on grounds maintenance.

Directs traffic entering and exiting the work area, using verbal commands and hand/arm signals.

Operates assigned light and heavy equipment after performing the required pre-check. Trains on more complex pieces of heavy equipment.

Initiates and participates in cleanup activity.

Ensures that assigned tasks are done properly, safely, and in a timely manner.

Performs related duties as requested and/or required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM JOB

Some knowledge of heavy equipment, the components and operating techniques of type of equipment assigned.

Some mechanical knowledge.

General knowledge of hand tools and standard practices of labor operation.

Good knowledge of traffic and safety rules and accident prevention.

Skill in the safe and efficient operation of assigned equipment under adverse conditions.

Skill in interpersonal relations and the exercise of good judgment and discretion in order to deal effectively with employees, vendors, customers, and the general public.

Ability to understand and follow oral and written directions given in English.

Ability to establish and maintain effective working relationships with others.

Ability to work unsupervised for periods of time.

MINIMUM QUALIFICATIONS

Any combination equivalent to high school graduation supplemented with one year of manual labor experience, six months of which must have been in a heavy industrial environment. Some heavy equipment experience preferred.

Elements for this position may vary with the same job title based on position's location.

Ability to perform the essential functions of the job.

ACCOUNTABILITIES

SOLID WASTE ASSISTANT

1. Ensures effective and timely cleaning and maintenance of worksite facility and equipment, including debris removal, as directed.
2. Ensures safe and proper operation of power tools, hand tools, and light/heavy industrial equipment. Performs preventive maintenance as assigned.
3. Ensures safe and effective movement of traffic when assigned as traffic spotter.
4. Performs work assignments in a reliable, timely, and efficient manner. Provides a positive example and accurate training for temporary and/or subordinate employees working in the department, when applicable.
5. Maintains clear and concise communication, and courteous, professional relationships with SPSA employees at all levels of the hierarchy, government officials, vendors, and external customers. Exhibits skill in interpersonal relations and the exercise of good judgment and discretion in order to deal effectively with people of diverse backgrounds and experience levels.
6. Follows SPSA policies and procedures. Demonstrates SPSA's mission statement and shared values in daily actions, service, appearance, and attitude. Represents the department in a manner which demonstrates pride, competence, integrity and professionalism.

AMERICANS WITH DISABILITIES ACT
ESSENTIAL FUNCTIONS LIST

JOB TITLE: Solid Waste Assistant

ESSENTIAL FUNCTIONS	MENTAL, PHYSICAL AND EQUIPMENT REQUIREMENTS	% OF TIME
1 Directs refuse vehicle traffic	Ability to walk, observe, and direct the safe and effective flow of refuse traffic entering and exiting the work area. Physical stamina to endure long periods of walking, standing, & manual dexterity to open and close trailer doors. Works in adverse conditions; rain, snow, and dust.	40%
2 Monitors incoming waste	Ability to spot and make determination of possible hazardous or other non-acceptable waste then advise supervisor of potential hazard.	20%
3 Cleans and maintains grounds and office	Ability to walk and bend over or stoop to pick up. Manual dexterity and ability to sweep, rake, and operate power tools. Occasionally requires physical ability to move up to 75 pound grate covers out of the way to clean out drains.	20%
MARGINAL FUNCTIONS	MENTAL, PHYSICAL AND EQUIPMENT REQUIREMENTS	% OF TIME
1 Non-routine manual assignments	Manual dexterity to use shovel, broom, and rake. Ability to remove snow from roads and to clean gutters, culverts, and drainage areas.	10%
2 Trains to operate light and heavy industrial equipment.	Mental ability to read, write, and comprehend general instructions, safety procedures, and reports. Ability to operate machinery in close working conditions requiring manual dexterity and good eye/hand coordination. Perform maintenance checks and minor maintenance on equipment. Physical ability to sit and adapt to constant jerking motions from equipment. Ability to climb in and out of equipment by using a ladder mounted on the equipment.	10%

Remarks: Requires working in adverse climatic conditions (i.e., dust, odor, hot, cold, rain, snow). Requires wearing appropriate safety gear including safety steel shank boots. Ability to understand oral and written instructions per SPSA Safety Policies and Programs. Ability to wear respirator or dust mask. Subjected to work in cold weather, hot sun, extreme heat (up to 130°F) and around continuous dust and odor from trash.

ADA STATEMENT

The specific position requirements will determine whether the function is essential or marginal, and it may vary for positions with the same job title.

By typing my name below, I understand that I am applying my electronic signature and certifying that I understand that this is not an expressed or implied contract for employment and does not alter the "at will" status of SPSA employment. I have read and understand the job description and stated job functions and certify that I can perform all the essential functions of the position for which I am applying with or without a reasonable accommodation. I understand SPSA management reserves the right to change or modify the job duties and content of any and all SPSA positions, as it deems necessary, in its sole discretion. If there are essential functions which I cannot perform, I acknowledge it is my responsibility to request a reasonable accommodation during an employment interview if I am asked to demonstrate my ability to perform the essential functions of the job, or after a job offer is made, and that SPSA management will evaluate any such request to determine whether or not the accommodation would create an undue hardship.

Applicant/Employee Signature:

Date:

Please Print Name:



Department of Human Resources
 723 Woodlake Drive
 Chesapeake, VA 23320
 Office (757) 420-4700, FAX (757) 962-7695
<http://www.spsa.com>

APPLICATION FOR EMPLOYMENT

Effect of Nondisclosure: Because this application requests both optional data (other skills, training, etc) and mandatory data (qualifications, biographical, etc.), it is in your best interest to answer all questions. Omission of any items means you might not receive full consideration for a position in which this information is needed. A misstatement of material facts on the employment forms may be used as grounds for not employing you or for dismissing you after you begin work. All statements are subject to investigation. All information you give will be considered in reviewing your employment forms.

PERSONAL INFORMATION

Position Applied For:	Req #:	Position #:
Name:		
Last	First	Middle
Address:		
Number/Street	City	State Zip Code
Primary Contact Number: ()		check one: home work cell pager
Alternate Contact Number: ()		Best time to reach you:

	Yes	No
Are you currently employed by SPSA?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed by SPSA? If Yes, please give dates of last employment: From: To: Position Held:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any relatives currently employed by SPSA? If Yes, please give name, relationship, and department:	<input type="checkbox"/>	<input type="checkbox"/>
Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>
If No, do you have the legal right to work in the United States?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a Felony <input type="checkbox"/> or Misdemeanor <input type="checkbox"/> (including driving-related convictions)? If Yes, please explain and list city, state, and date of every conviction:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any Felony <input type="checkbox"/> or Misdemeanor <input type="checkbox"/> charges pending against you (including driving-related charges)? If Yes, please explain and list city, state, and date of every pending charge:	<input type="checkbox"/>	<input type="checkbox"/>

COMPUTER SKILLS

Indicate Software Skills & Proficiency level: Indicate level as Beginner, Intermediate, or Advanced under each application as necessary.	Word <input type="checkbox"/>	Excel <input type="checkbox"/>	Access <input type="checkbox"/>	Power Point <input type="checkbox"/>
List any additional software experience:				
No previous computer/software experience <input type="checkbox"/>				

EDUCATIONAL BACKGROUND

Check highest level completed:																					
High School												Received (check one, if applicable)				College				Graduate	
1	2	3	4	5	6	7	8	9	10	11	12	Diploma	<input type="checkbox"/>	GED	<input type="checkbox"/>	13	14	15	16	17	18
Name of High School:																					
Name of College/University				Location				Hours Completed				Degree Earned				Major or Specialty					
Other (i.e., vocational, technical, business, etc.)																					

LICENSES AND CERTIFICATIONS

List any licenses/certifications or other authorization you possess to practice a trade or profession (CPA, CPR, PE, etc.) including state and expiration date:	State	Expiration
Indicate type of Driver's License: Standard <input type="checkbox"/>	Commercial (CDL) <input type="checkbox"/>	Class

EMPLOYMENT AND VOLUNTEER EXPERIENCE

The Application for Employment and any Supplementary Experience Form(s) must be completed. Starting with your most recent position, describe all paid, military, or applicable volunteer experience, as well as any periods of unemployment, including reasons for unemployment. Describe those duties and responsibilities which best demonstrate your qualifications for this position. A resume may be attached but the application must be completed in full. If additional pages are needed to properly list entire work history, request supplemental work experience forms from the receptionist.

Job Title:	Immediate Supervisor:
Employer:	Address:
Phone:	
Dates of Employment - From: To:	Salary: start final
Reason for Leaving:	Hours/Week: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Description of Job Duties (DO NOT use "see resume"):	

Job Title:	Immediate Supervisor:
Employer:	Address:
Phone:	
Dates of Employment - From: To:	Salary: start final
Reason for Leaving:	Hours/Week: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Description of Job Duties (DO NOT use "see resume"):	

PRIVACY ACT NOTICE

This information is provided pursuant to the Privacy Protection Act of 1976, under Virginia Code, Section 26, for individuals supplying information to include in a system of records. The authority to collect information requested by this form is derived from the Southeastern Public Service Authority (SPSA) administrative policies. The principle purpose of employment forms is to collect information needed to determine qualifications, suitability, and availability of applicants for SPSA employment and of current SPSA employees for reclassification, transfer, promotion, and demotion. Your completed application may be used to examine and/or assess your qualifications; to determine if you are entitled to employment under certain laws and regulations and any applicable requirements; and to contact you concerning availability and/or an interview. All or part of your completed employment form may be disclosed outside the Department of Human Resources to:

- Executive Director and staff or supervisor upon a request for a list of eligibles to consider for employment, reinstatement, reemployment, transfer, promotion, or demotion.
- SPSA investigators to determine your suitability for SPSA employment.
- Federal, state or local agencies to create other personnel records after you have been employed by SPSA.
- Appropriate federal, state, or local agency to the extent the information is relevant to the requesting agency's decision.
- A requesting federal, state, or local law enforcement agencies charged with the responsibility of investigating a violation of the law.
- Anyone requesting statistical information (without your personal identification) and for statistical reporting within the confines of SPSA.
- Any requesting information system after obtaining your voluntary release and the requesting company's assurance for the information protection.

Information regarding disclosure of Social Security Number, if applicable. Disclosure of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or process that you are seeking. Solicitation of the SSN by SPSA is authorized under the provisions of the Social Security Act. Your SSN will be used primarily to identify your records on file with SPSA and to report wages earned, required by law.

ACKNOWLEDGMENT AND CERTIFICATION

- I certify eligibility for employment under the Immigration Reform Act of 1986.
- I acknowledge the Privacy Notice above concerning my application with SPSA.
- I acknowledge, understand, and agree that SPSA has the authority, in accordance with the Fair Labor Standards Act, to award compensatory time at the time and one-half rate in lieu of overtime worked under SPSA's overtime policy for non-exempt employees.
- If employment is offered by SPSA, such employment shall be conditional upon successful completion of a job-related physical, drug screen, criminal background check, and certain waiting periods, in addition to a one year period for access to portions of the grievance procedure. I understand that during my employment with SPSA, I shall be subject to all policies and procedures of SPSA (a copy is available for review). I understand that SPSA retains its right to add, delete, or modify any policy, procedure, or benefit pertaining to employment. I understand that employment is not for a specific or definite term, but that my employment is terminable at will, by me or SPSA, at any time, for any reason, including such factors as unsatisfactory performance, conduct, continued need for the position, or any other facts as determined by SPSA to be in the best interest of SPSA. I understand that no contract of employment will alter my "at-will" relationship with SPSA except the Executive Director of SPSA may enter into any agreement for employment that may modify this "at-will" relationship only if such agreement is in writing and signed by me and the Executive Director.
- I, the undersigned, hereby authorize SPSA to contact firms or agencies I have indicated and to investigate background information which is pertinent to my employment and to hold harmless and release those firms or agencies from any claims for damages of any kind that may occur to me by reasons of furnishing such information.
- By typing my name below, I understand that I am applying my electronic signature and certifying that this application was completed by me and that all statements made in this application and any other pre-employment statements are true to the best of my knowledge and belief. I understand that any misstatement or omission of material facts therein may forfeit consideration for employment with SPSA or be grounds for my discharge once employed.

Applicant Signature _____ Date _____ Receipt by _____ Date _____

**The Southeastern Public Service Authority complies with EEO/ADA guidelines
and is a drug-free workplace.**