Job Description

Position:	**MRF Maintenance Assistant II**	**FLSA Status:**	**Non-Exempt**
Department:	**MRF Maintenance**	**FTE:**	**Full Time**
Reports to:	**MRF Maintenance Supervisor**	**Revised:**	**May 2024**

DEFINITION:
Under supervision, to perform a variety of unskilled manual laboring tasks in the maintenance, repair and upkeep of the Materials Recovery Facility and District disposal site; and to perform other job-related work as required. The MRF Maintenance Assistant may clean head and tail pulleys, return rollers and clean sort line screens.

DISTINGUISHING CHARACTERISTICS:
Incumbents are assigned to perform heavy physical labor to assist with building and stationary equipment maintenance. This position is one level above the MRF Maintenance Assistant I and is distinguished from a MRF Maintenance Assistant I in that the Assistant II is responsible for cleaning head and tail pulleys, return rollers, and cleaning sort line screens in addition to performing all the duties of the Assistant I.

ESSENTIAL FUNCTIONS:
The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:
- Must be able to regularly work near or around high-powered magnets, as there are six such magnets inside the MRF building, which prohibit persons with pacemakers to be near or around them.
- Performs a variety of unskilled manual tasks primarily involving physical strength, dexterity, and coordination.
- Constant standing, walking, and climbing.
- Lifts and moves heavy objects, cleans, sweeps, paints, shovels dirt and debris.
- Assists in basic facilities and stationary equipment maintenance.
- Clean stationary processing equipment.
- Maintains basic records of work performed.
- May be assigned to operate light trucks.
- Work safely and follow training protocols.
- Adhere to an assigned work schedule and meet District attendance standards.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees. Must always show cooperation and respect to fellow employees and supervisors.
- Perform other duties as assigned.

Knowledge of and Ability to:
- Safe work practices and procedures.
- Safe work practices, procedures, and Personal Protective Equipment (PPE).
- Lock Out Tag Out and Control of Stored Hazardous Energy.

- Principles, methods, materials, equipment, procedures, and practices used in equipment maintenance and repair.
- Basic knowledge of use and care of hand tools.
- Perform heavy physical labor requiring strength, dexterity, and agility.
- Constantly stand, walk, and climb.
- Understand and carry out oral and written directions.
- Read and write at the level required for successful job performance.
- Maintain good public relations with those contacted during work assignments.
- Establish and maintain cooperative working relationships.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Ability to work safely without presenting a threat to self or others.
- Work independently and accomplish various assignments while being given broad general instructions.
- Perform work assignments that require specialized skills beyond unskilled manual tasks or knowledge.

TRAINING, EDUCATION AND EXPERIENCE:

High School diploma required.

Special Requirements:

- Must be able to regularly work near or around high-powered magnets, as there are six such magnets inside the MRF building, which prohibit persons with pacemakers to be near or around them.
- Pass a pre-employment physical examination including drug testing and pre-employment assessment of safe work capacity in relation to the essential job functions of the position.
- Possess and maintain a safe driving record and driving habits for ongoing insurability to drive District vehicles.
- Adhere to related Federal, State, and Local safety laws and/or regulations.
- Wear and use proper and appropriate safety clothing and equipment.
- Work overtime, weekends, and holidays, as assignments require.
- Work under such adverse conditions as inclement weather, heat, dust, chemicals, and noise.
- Work in confined spaces.

PHYSICAL AND SENSORY REQUIREMENTS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Frequently stand and walk; ability to stoop, kneel or crouch to pick up or move objects; physical ability to perform heavy physical labor; must be able to climb onto equipment; must be able to crawl in confined spaces, lift and move objects weighing up to 50 pounds without assistance and heavier objects with assistance; perform simple and power grasping, pushing, pulling, normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

Mental Demands

While performing the duties of this class, employees are required to: work well under pressure; communicate effectively in both written and verbal form; capable of establishing priorities among the

essential functions of the job and coordinating these priorities with others; learn and apply new information or skills; interact with all levels of District management and personnel, and the public.

Work Environment

Normally work is performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to exposure to dirt, dust, fumes, noise, garbage, foul odors; moderate exposure often works around moving vehicles and equipment; constant contact with staff and the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Name (Print)	**Date**
Employee Signature	