



Monterey Regional Waste Management District

Job Description

Position:	MRF Maintenance Assistant I	Department:	MRF
Position Status:	Full Time/Non-exempt	Bargaining Unit:	LSC Unit
Reports to:	MRF Maintenance Supervisor	Revised:	July 2018

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; sort and separate materials for recycling on site, tip floor, or conveyor line; and to perform other job related work as required.

DISTINGUISHING CHARACTERISTICS:

This is an entry and working level class and is one level below the MRF Maintenance Assistant II. Incumbents are assigned to perform heavy physical labor to assist with building and stationary equipment maintenance, sorting, and recycling assignments.

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.

- Performs a variety of unskilled manual tasks primarily involving physical strength, dexterity and coordination.
- Lifts and moves heavy objects, cleans, sweeps, paints, shovels dirt and debris.
- Assists Maintenance Technicians/Workers in basic facility and stationary equipment maintenance in accordance with standard operating procedures or as instructed.
- Maintains basic records of work performed.
- Clean stationary processing equipment.
- Follow instructions given by Supervisor and/or lead worker.
- Maintain cooperative working relations.
- Work safely and follow safety 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 show cooperation and respect to fellow employees and supervisors at all times.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- 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 use and care of hand tools.

Ability to:

- Perform heavy physical labor.
- Constantly stand and walk.
- 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 relationship.
- Support the goals and objectives of the Landfill and the District.
- 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.
- Adhere to an assigned work schedule and meet District attendance standards.

Training, Education and Experience

- High School Diploma is desired.

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 including the requirements to wear respiratory protection and other safety equipment when necessary.
- 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.

TYPICAL WORKING CONDITIONS

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

Constant standing and walking and perform heavy physical labor; ability to stoop, kneel or crouch to pick up or move objects; ability to climb onto equipment, crawl in confined spaces, physical ability to perform heavy physical labor; 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 regularly 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; 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 Signature

Date

Employee Name – Please Print