



Field Assistant/Driver

Revised: March, 2022 (Approved by Executive Board)

Reports to: Facility Manager ARCC

Summary: Responsible in staffing the Additional Recyclables Collection Center (ARCC) and assisting with all field operations, including organization and maintenance of facilities and equipment. Responsible for operating a box truck for deliveries and collections of recyclables.

Salary Range: This is a part-time, non-exempt position with pro-rated benefits. This position is compensated at Grade 2 on the CVSWMD Compensation Plan.

QUALIFICATIONS:

- High School diploma or GED required.
- Knowledge of solid waste management preferred.
- Two years' work experience.
- Valid Vermont driver's license.

PREFERRED QUALIFICATIONS:

- Two years' work experience.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Can read comprehend and follow both written and verbal instructions in order to implement District policies, procedures and safety measures.
- Accurately enters information into paper and electronic forms.
- Must be able to lift up to 50 lbs.
- Ability to effectively communicate with the general public and other District personnel.
- Provides excellent customer service.
- Ability to work independently, and to communicate and share workload with other team members.
- Familiar with computers: email (Outlook preferred), Google calendar, internet, can enter information into electronic forms, save documents, print files, etc.

TYPICAL DUTIES:

- Staffs field collection events and the Additional Recyclables Collection Center.
- Accepts materials from customers, enters data accurately into electronic Point of Sale system, collects payment, makes change.
- Drives truck to deliver and collect materials in support of District programs.
- Operates equipment on vehicle to load, unload, or disperse cargo or materials.

- Assists in loading and unloading truck manually and by using Walkie Stacker power lift.
- Responsible for maintaining efficiencies in work. Recommends changes to operations to improve effectiveness.
- Keeps accurate records of materials and products transported and other information required by the District.
- General knowledge of how to operate hand and power tools.
- Assists with organization and maintenance of District facilities.
- Other duties as assigned.

WORKING CONDITIONS:

- Work is performed primarily at the Additional Recyclables Collection Center (ARCC) and in the field, at various locations where collections occur.
- Work is occasionally done out of doors in all types of weather.
- Availability on Saturdays (approximately once or twice per month) is required.
- Will need to be in a physical condition sufficient to: stand for long periods of time, reach overhead, bend and pick up items from the floor, repeatedly walk up and down stairs, lift heavy containers (up to 50#), move items and maneuver in and out of tight spaces for the sorting of materials into containers and within a trailer or box truck.
- Will also need to communicate professionally with the public in sometimes-stressful situations, refusing inappropriate items and educating individuals in the proper methods of preparation and separation of materials.
- A Valid driver's license and a reliable source of personal transportation are necessary.
- A criminal background check will be required.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, and requirements.

Central Vermont Solid Waste Management District is an equal opportunity employer.