

Pine Mountain Lake Association Job Description

Job Title: Compost Pile Attendant/Laborer I
Job Code: 82
Employee Name:
Department: Maintenance
Location: Slash and Compost Pile
Reports To: Facility/Streets Maintenance Manager
FLSA Status: Non-Exempt
Prepared Date: 3/21/2019 sm

SUMMARY

Monitors and safeguards the compost area by granting access to property owners or approved vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Administer Rules of Use; confirm qualification of people wanting to use the facility
- Complete record keeping of Compost use.
- Assist users to proper dumping points.
- Possibly refuse access to compost area from non-approved vendors or locals as site is for PMLA property owners.
- Communicate any emergency to proper authorities, i.e. Department of Safety, Cal Fire, etc.
- Perform record keeping which consists of date, time, name(s), unit lot, type of debris, cubic yards, and vehicle license plate number of those entering the site.
- Ability to use hand tools; power tools such as chain saws, chipper, log splitter, weed whacker, herbicide sprayer, etc.
- Must be able to work outside in various weather conditions.
- Valid California Drivers License.
- Regular, punctual attendance required.
- Other duties may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend safety rules, operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers and common fractions.

REASONING ABILITY

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License required.

OTHER SKILLS AND ABILITIES

Ability to operate specific equipment and tools.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to walk. The employee is regularly required to stand.

The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to vibration. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate to very loud while operating equipment such as a jack hammer, chainsaw, and paving equipment.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.