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Apply by Friday, February 14, 2025

**TITLE** COMPOST FACILITY MAINTENANCE ASSISTANT 01-2025  
**DEPARTMENT** CREEKSIDE COMPOST FACILITY  
**SUPERVISED BY** COMPOST SITE COORDINATOR  
**SUMMARY** THIS IS WORK ASSISTING EQUIPMENT OPERATORS IN PROCESSING ORGANIC MATERIAL AND GENERAL FACILITY MAINTENANCE AT THE CREEKSIDE COMPOST FACILITY

**DUTIES AND RESPONSIBILITIES**

1. Assist Equipment Operators with the processing of incoming materials into the compost facility as assigned. Duties may include, but are not limited to:
  - a. Operate remote controlled conveyor system to fill composting containers.
  - b. Operate skid steer loader to feed mixing equipment with organic materials.
  - c. Clean up all spillage from mixing process.
2. Performs the following custodial and semi-skilled maintenance tasks:
  - a. Sweeps, mops and washes floors.
  - b. Empties wastebaskets and trash receptacles.
  - c. Washes windows, walls and doors.
  - d. Cleans and assists in organizing all compost facility buildings and property;
    - i. Routinely scans the facility for wind-blown litter and materials from spilled loads and disposes of them in the proper means.
    - ii. Clean and maintain breakroom and restrooms; replenish any supplies.
  - e. Performs snow removal from building entrances, sidewalks and truck scale.
3. Provides maintenance support to other staff on minor repairs of equipment and other related facility furnishings.
  - a. Clean equipment and vehicles, inside and out, as necessary and assigned.
4. Performs grounds maintenance including mowing, trimming and weeding of Compost Facility grounds using small engine equipment. Maintains decorative areas such as flower beds, shrubs and other landscaped areas.
5. Follows all city policies and procedures, including exceptional safety standards. Attends all required safety trainings.
6. Performs other related duties as assigned.

**EQUIPMENT**

City vehicles, light equipment including skid steer loader, forklift, utility vehicle, small engine grounds maintenance equipment, hand tools; broom, shovel, etc., radio communications equipment and telephone.

#### REQUIRED QUALIFICATIONS

Must be 18 years of age, required for operation and maintenance of light equipment. Six months of relevant equipment operation experience. Attention to detail with excellent hand-eye coordination, mathematical aptitude, organizational skills, strong communications skills and a valid driver's license to operate City vehicles.

#### DESIRABLE QUALIFICATIONS

High school diploma, or equivalent, and knowledge and experience in operation and maintenance of composting and other heavy and light equipment. Knowledge of cleaning materials, equipment and methods. Ability to understand and carry out oral and written directions; communicates effectively with general public, customers and staff. Be versatile, flexible, friendly and cooperative. Ability to work as a team, the ability to work independently and the ability to multi-task in a fast-paced environment. Physical strength and stamina. Willingness to accept a variety of duties.

#### WORKING CONDITIONS

32 hours per week. Inside and outside work in all weather.

**Grade 110 position:** Salary range \$20.62/hour to \$30.94/hour

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#### 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 reach with hands and arms. The employee frequently is required to stand, walk and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and talk or hear, and smell.

The employee must frequently 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 near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet/or humid conditions, fumes or

airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is frequently loud.

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The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.