

**CITY OF GUSTAVUS
TEMPORARY POSITION ANNOUNCEMENT &
POSITION DESCRIPTION**

TEMPORARY LABORER

**THE CITY IS SEEKING APPLICATIONS FROM INDIVIDUALS WISHING TO
BE INCLUDED IN THE DISPOSAL & RECYCLING CENTER (DRC)
ASSISTANT OPERATOR AND RELIEF OPERATOR LABOR POOL (POOL)**

Pool Description:

The purpose of the Pool is to expedite filling temporary labor needs at the DRC. Individuals who apply to be included in the Pool and become eligible can be readily hired on an as-needed basis as funding allows. A temporary assignment may be as short as one day or as long as one summer season. Individuals submitting applications for the Pool are not guaranteed work by the City nor are applicants guaranteeing to the City that they will be available for any particular temporary employment opportunity during the course of the year. The maximum number of Pool members is five (5).

General Position Description:

Assistant Operator works with the Manager/ Operator during the workday to run the DRC and related facilities.

Relief Operator is responsible for the daily operation of the DRC and related facilities while the Manager/ Operator is on leave.

Duties May Include:

- Accepting waste from customers and making sure all deliveries conform to DRC operating policy - i.e. knowing what wastes are acceptable and what wastes are not.
- Processing solid waste, recyclables, and food waste compost materials.
- Assuring that DRC operations are conducted in a safe, and environmentally responsible manner and in compliance with City, State and Federal regulations.
- Accepting payment of usage and product fees. Collecting and reconciling funds from the DRC and Community Chest and making deposits to the City Clerk/ Treasurer.
- Helping to maintain DRC equipment and facility in good condition.
- Light carpentry and building maintenance of DRC facilities including the Community Chest.

Work Schedule, Hourly Rate, Pool Starting Date & Termination Date:

- Typical Assistant Operator workdays are: Tuesday, Thursday & Saturday with an occasional Wednesday and/or Friday, 8 hour day typical. Hours vary depending on season and workload. Single and multiple day project

assignments occurring Monday – Saturday are also possible.

- Relief Operator workdays are: Tuesday, Thursday & Saturday with an occasional Wednesday and/or Friday, 6 to 9 hour day typical.
- Hourly rate is determined by previous work experience at the DRC:
 - Applicants with up to 150 hours of experience: \$18.00 per hour.
 - Applicants with 150 to 500 hours of experience: \$18.25 per hour.
 - Applicants with over 500 hours of experience: \$18.50 per hour.

Experience is defined in part as proficiency with the various equipment used at the DRC, the point-of-sale computer system and with assisting the public during days of operation. Step increase occurs in the pay period following the accomplishment.
- Pool begins January 1, 2017.
- Pool terminates December 31st, 2017.

Qualifications & Physical Requirements:

- Ability to work with the public while maintaining a positive attitude. Applicant will be working with the DRC's customers to help them understand and work with the DRC's recycling and disposal programs.
- Applicant must be able to do hard physical work in an un-heated and/or outdoor environment.
- Applicant must be able to lift 50 - 70 pounds of weight and manually move palletized materials weighing 500 - 1,600 pounds using a pallet jack.
- Applicant needs to be comfortable operating the DRC's all-wheel steer and skid-steer loaders, large and small balers, glass pulverizer and other equipment. In short, applicant must be comfortable operating powered equipment.
- Applicant must be able to operate electric saws and other hand tools.
- Applicant must be able to follow the DRC's operating protocols and be able to maintain daily paperwork.
- Applicant must have working knowledge of how to use computers and be able to learn new software.
- Because of power equipment use all applicants must be 18 years of age or older.
- Applicants working as Relief Operator will need a valid State of Alaska Driver's license and a personal vehicle capable of hauling bagged waste.

Work Location: Gustavus Disposal & Recycling Center & Community Chest.

Supervised By: Assistant Operator is supervised by DRC Manager/Operator Paul Berry. Relief Operator is supervised by the Mayor or Vice-Mayor.

Training Provided: On-site instruction in safe operating procedures for all applicable DRC equipment is provided as well as instruction and demonstration in proper paperwork, software & general waste handling procedures.

Application Period: Wednesday, November 9 through Thursday, December 8, 2016.

Employment application forms are available at City Hall or the DRC. City Hall is open Monday – Thursday 9 AM – 4 PM; the DRC is open Tuesday, Thursday and Saturday

11 AM – 3 PM.

Application forms are available on-line:

<http://cms.gustavus-ak.gov/government/employment/city-position-vacancies/.CoG%20Employment%20Application%202014.08.05.pdf>

Applications must be returned to City Hall by the close of business on Thursday December 8, 2016. Reasonable accommodation to facilitate the submission of an application is available on request.

Notice: All positions are located within the City of Gustavus and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip.

More Information? Please contact Paul Berry, DRC Manager/Operator 697-2118.

The City of Gustavus is an Equal Opportunity Employer