

**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 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 six months. 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). Pool membership terminates with the end of the calendar year.

General Position Description:

During the workday the Assistant Operator works under the supervision of the DRC Operator to run the DRC and related facilities. In a relief capacity, the Assistant Operator is responsible for the daily operation of the DRC and related facilities while the DRC Operator or DRC Manager/Operator is on leave.

Duties Include:

- Accepting solid waste from the public and making sure all deliveries conform to the DRC's operating policy - i.e. knowing what wastes are acceptable and what wastes are not.
- Processing solid waste, for example: baling non-recyclable and recyclable materials; shoveling food waste compost materials; etc.
- Assuring that DRC operations are conducted in a safe, and environmentally responsible manner. In compliance with City policy and with State and Federal regulations.
- Accepting payment of user and product fees. Collecting and reconciling funds from the DRC and Community Chest and making deposits to the City Treasurer.
- Helping to maintain DRC equipment and facilities 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.

- Hourly rate is determined by previous work experience at the DRC:
 - Applicants with zero to 150 hours of experience: \$18.50 per hour.
 - Applicants with 150 to 500 hours of experience: \$19.00 per hour.
 - Applicants with over 500 hours of experience: \$20.00 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, 2023.
- Pool terminates December 31, 2023.

Qualifications, Abilities & Physical Requirements:

- Ability to work with fellow staff, the public and the public's solid waste while maintaining a positive attitude.
- 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: the applicant must be comfortable operating powered equipment.
- Applicant must be able to operate electric saws, crowbars, wrenches 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 a working knowledge of how to use computers, computer operating systems and be able to learn customized 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 solid waste.
- Applicants are asked to work with the City's COVID-19 mitigation measures such as the wearing of cloth face masks or face shields.

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

Supervised By: Assistant Operator is supervised by the DRC Operator or other designated supervisor.

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

Application Period: Opens November 22, 2022. **Application period will remain open through to December 31, 2023 unless otherwise closed.**

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 also available on-line:

<https://cms.gustavus-ak.gov/administration/page/cog-employment-application>

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 or Ian Barrier DRC Operator 907-697-2118 or City Hall 907-697-2451.

The City of Gustavus is an Equal Opportunity Employer