

*Limestone
County Commission*

*Chairman
Collin Daly*

*Administrator
Ellen Morell*



*Commissioners:
Daryl Sammet
Danny Barksdale
Derrick Gatlin
LaDon Townsend*

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

PART-TIME LABORER

Recycling

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

Or

Online: <https://limestonecounty-al.gov/doing-business/jobs>

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES
AND RESPONSIBILITIES**

SALARY \$13.43 PER HOUR

APPLICATIONS WILL BE ACCEPTED

UNTIL THE POSITION IS FILLED.

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Part Time Laborer

Recycling

Grade: 4

JOB SUMMARY

Under the direction of the Recycling Specialist, the employee drives trucks to recover recyclables from various locations. Employee receives specific detailed instructions from supervisor. Work is performed under established procedures with frequent inspections during progress with final inspection of completed work. Employee also performs other routine manual labor as assigned. This is an entry level position.

MAJOR DUTIES

- Receives daily tasks and assignments from supervisor.
- Retrieves trailers with recyclables and delivers to various processing facilities.
- Completes assignments as required.
- Follows plans and instructions regarding projects.
- Maintains tickets and receipts from vendors.
- Maintains timecard.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of county rules, regulations, policies, and procedures.
- Knowledge of county roads and locations of county schools.
- Knowledge of safety rules including accident causation and prevention.
- Knowledge of traffic regulations.
- Reading skills to comprehend operator manuals, directives, procedures, and instructions.
- Verbal skills to communicate effectively with supervisor and co-workers.
- Listening skills to follow verbal instructions and counsel with crew members.
- Writing skills to clearly and neatly complete routine forms and records.
- Math skills to perform basic calculations (add, subtract, multiply, and divide).

- Hand/eye coordination skills to operate machinery and make fine adjustments.
- Ability to safely hitch, pull, and back trailers of varying sizes.
- Ability to use measuring instruments and read equipment gauges.
- Ability to drive and safely operate equipment and vehicles.
- Ability to read maps.
- Ability to work well with co-workers.
- Ability to work under extreme weather conditions.
- Ability to move/lift objects up to 50 lbs.
- Ability to wear and utilize safety equipment, as required.

SUPERVISORY CONTROLS

The Recycling Specialist assigns work in terms of general instructions and spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include traffic laws, work safety policies, ALDOT regulations, and county policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The purpose of this positions is to retrieve recyclables from across the county and deliver them to assigned processing facilities.
- The work consists of related equipment operation duties. Inclement weather and heavy traffic contribute to the complexity of the position.

CONTACTS

- Contacts are typically with coworkers, other county employees, contractors, vendors, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while driving as well as intermittently sitting, standing, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee is exposed to dust, dirt, grease, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.