

CITY OF MACON
JOB DESCRIPTION

COMPOST OPERATOR – PUBLIC GROUNDS DEPARTMENT

DEPARTMENT: PUBLIC GROUNDS

REPORTS TO: PUBLIC GROUNDS DIRECTOR

Part-time hourly employee. NON-EXEMPT. No benefits.

Must be available evenings, weekends, and holidays

SUMMARY

Maintains compost site grounds and operations by performing the following duties:

- Site Maintenance: Picks up trash and debris in City compost site enclosure.
- Collect dump fees and records keeping reporting.
- Clean and maintain compost site building.
- Operates tractors, mowers, and other equipment.
- Monitor and enforce safety rules for all persons utilizing the facility.
- Interacts with the public while performing job duties

QUALIFICATION REQUIREMENTS

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certification/Licensure:

A valid Missouri driver's license.

Knowledge of:

- Equipment: Hand tools, mobile equipment (tractor, chipper, mowing equipment).
- Accounting: Receipt records, cash drawer balancing, sales reporting.

Skill in:

- Operating equipment, and other motor vehicles.
- Orally communicating routine information and ideas to, Supervisors, and other City personnel.

Ability to:

- Maintain records in a professional manner.
- Add, Subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Read and comprehend basic work instructions written in standard business English.
- Use common sense to carry out work instructions (problem-solving ability).
- Work independently, without direct daily supervision.
- Be thorough and accurate in inspecting work sites (attention to detail).
- Judge depth and distance (depth perception).
- See things clearly that are beyond arm's reach (far visual acuity).
- Hear.
- Coordinate hand and foot movements with what is seen (eye-hand/eye-foot coordination).
- Manipulate objects using the fingers and hands (finger dexterity and manual dexterity).
- Push, pull, move, lift and carry objects weighing up to 100 pounds.
- Walk, climb, stoop or kneel to perform work activities.

WORK ENVIRONMENT

The characteristics listed below describe the work environment the 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:

- Works out-of-doors subject to all weather conditions.
- Is exposed to a dirty environment.
- Works in and around moving equipment.
- Is occasionally exposed to vibration.
- Is exposed to a moderately noisy to loud environment

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I, the undersigned, have read and comprehend the requirements of holding a position as compost site operator for the City of Macon and if hired, agree to carry out the duties and responsibilities of the position.

Signed: _____

Date: _____

Please return this signature page to the office of the City Clerk along with your application.

The City of Macon, Missouri is an Equal Opportunity Employer and promotes a drug free environment.