



**Position Description**  
**Marion Utilities Service Board**  
*An Equal Opportunity Employer*

|                         |             |                          |                 |
|-------------------------|-------------|--------------------------|-----------------|
| <b>Job Title</b>        | Technician  | <b>Employment Status</b> | Full-Time       |
| <b>Utility Division</b> | Solid Waste | <b>EEO Code</b>          | 1-B             |
| <b>Workgroup/Unit</b>   | Collection  | <b>Wage Range</b>        | 12              |
| <b>FLSA Status</b>      | Non-Exempt  | <b>Effective Date</b>    | January 2, 2022 |

### Job Summary

Performs a variety of routine and specialized functions within the Solid Waste Division; This position provides for the collection and transportation of municipal solid waste and recyclables from residential accounts, including transportation to the final disposal site.

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### Supervision Received and Exercised

Works under Supervision of the Storm-Water/Solid Waste Divisions Supervisor; Performs a variety of routine duties within established policies and procedures or by referral to the supervisor's guidelines.

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### Minimum Education and Experience Requirements

High School Diploma or equivalent; Demonstrated strong mechanical aptitude and a minimum of 2 years of experience in operating heavy commercial vehicles and equipment; Demonstrated knowledge and experience in the collection and transportation of municipal solid waste is preferred; Demonstration of an alternate equivalent combination of education, training, and experience that provide the required levels of related knowledge, skill, and ability will be considered.

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### Licensure and/or Certification Requirements

Must possess a valid Indiana Class A or B CDL Driver's license; Certification associated with municipal solid waste collection is preferred.

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### Essential Duties and Responsibilities

- ✓ Participates in work associated with the collection, handling, and transportation of municipal solid waste and recycling materials. Identifies unusual issues and problems related to the operation of the Solid Waste Division and through consultation with Division Supervisor, determines and implements corrective action. May be assigned leadership responsibilities for a given task or project.
- ✓ Performs a variety of monitoring, inspection, and routine maintenance activities associated with the operation of solid waste collection and transportation systems and equipment. Performs activities associated with loading, unloading, compacting, and disposing of solid waste and recyclable materials. Cleans assigned vehicles, equipment, and work areas on a daily basis. Documents and maintains records associated with maintenance and work activities.

- ✓ Operates a variety of specialized heavy commercial trucks requiring CDL, compactors, loaders, forklifts, etc. Uses, with proficiency, a variety of hand-tools, power-tools, torch, and other specialty tools and equipment.
- ✓ Assembles and delivers solid waste and/or recycling receptacles and containers as required. Picks up and disposes of large objects using appropriate equipment. Transports loads to final disposal site as required. Cleans up extraneous debris from collection site as required. Identifies and provides notice of unacceptable conditions and debris routinely encountered at the collection site.
- ✓ Maintains adherence to required productivity standards to ensure that all customers are serviced in a timely and efficient manner. Interacts with customers and the general public in a courteous and professional manner.
- ✓ Performs in strict compliance with associated safety standards, Utility Policies and Procedures, and applicable Federal, State, and local codes, regulations, and requirements.
- ✓ Maintains current knowledge of relevant technologies, trends, techniques, and processes through ongoing training, study, and continuing education. Promotes a positive image of the Utility through interaction with fellow employees, vendors, contractors, and the general public.

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### **Knowledge, Skills, and Abilities**

**Knowledge of:** Current principles, practices, and procedures associated with collection and disposal of municipal solid waste; Effective communication skills and positive public interaction; Driving and operation of heavy commercial trucks and equipment; General Industrial Standards for workplace safety

**Skills Demonstrated in:** Driving, Mechanical aptitude, Reasoning and problem solving; Effective communication; Interpersonal interaction; Time management; Comprehension; Multi-tasking; Self-Motivation

**Ability to:** Perform heavy manual labor using a variety of tools and equipment; Listen to and understand technical information and ideas presented through oral and written communication; Read and interpret basic maps and routing information; Quickly recognize unusual or threatening circumstances and initiate proper response; Establish and maintain effective working relationships; Effectively respond to conflict, contacts, inquiries, and complaints; Effectively work independently or as part of a team; Apply knowledge of principles, standards, and practices as defined above

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### **Physical Demands or Unusual Conditions**

While performing required duties, the incumbent is regularly required to drive heavy commercial vehicles and equipment, work in a workshop, outside on remote locations, and throughout the facility; is frequently required to maneuver and navigate uneven surfaces, steps, stairs, ladders, platforms, and restricted isle-ways and walk-ways; routinely work in or around landfills and/or transfer stations; is often exposed to extreme weather conditions including: heat, cold, wind, rain, sleet/snow; is regularly required to perform manual labor including lifting of up to 80 pounds.

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### **Additional Requirements**

This position description in no manner states or implies that these are the only duties and responsibilities which may be performed or assumed by the position incumbent. The incumbent is required to follow the instructions and perform duties required by the position's supervisor, appointing authority or designee as stated in the corresponding classification specification.

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Marion Utility Service Board Authority

\_\_\_\_\_  
Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

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Employee Signature

\_\_\_\_\_  
Date