

**DEFIANCE COUNTY  
JOB DESCRIPTION**

**Position Title:** Environmental & Administrative Laborer **Civil Service Status:** Classified  
**Department:** Defiance County Enviro. & Admin. Services **FLSA Status:** Non-Exempt

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**Job Purpose:** The primary objective of this position, under direction and general supervision of the Director and Assistant Director is to assist the general public with recycling and litter prevention programs as required by the Solid Waste Management Plan. These include Drop-Off Recycling, School Recycling, Office Recycling, Special Events, Litter Containment and Recycling, Roadside Litter, Adopt-A-Highway (AAH), Scrap Tire Disposal, HHW, Electronics Recycling, etc. The secondary objective of this position is to complete mowing and snow removal duties at defined county facilities.

**Essential Functions:**

Operates county vehicle and pulls trailers as required.

Sets up recycling trailer with containers to accommodate recycling. Sets up recycling at assigned locations and assists general public with unloading of recycling. Hauls trailer and recycling to appropriate location to be recycled.

Hauls trailer to various county facilities and institutions to collect recycling for the office recycling program. Hauls trailer and recycling to appropriate locations to be recycled.

Hauls trailer to various school facilities to collect recycling for the school recycling program. Hauls trailer and recycling to appropriate locations to be recycled.

Hauls litter containment barrels and recycling containers to Defiance County Events as scheduled.

Collects and dispose bags of litter collected by AAH contracts.

Addresses illegal dumping sites.

Completes roadside litter pickup.

Mow as defined on work order at county locations. Trim and sweep if needed.

Perform snow removal duties as directed.

**Additional Functions:**

Performs other duties as requested by the Director or Assistant Director.  
Maintains necessary records, forms, paperwork, weight slips, as required.

Performs manual laboring tasks and uses various tools and equipment to conduct job assignments.

**Minimum Qualifications:**

High school diploma or equivalent certification. Valid Ohio Driver License and an acceptable driving record and insurability.

**Job Requirements:**

Have knowledge of methods, materials, equipment, tools, processes, and procedures necessary to perform tasks within areas of responsibility.

Understands applicable safety standards and environmental laws, rules, and regulations and has the ability to perform job duties safely.

Capability to conform to work practices, policies, procedures, and directives. Aptitude to understand, follow oral and written instructions, read, and write, communicate effectively

Ability to apply the methods, materials, sequences, procedures, and trade practices related to job duties and assignments.

Represents the department in a positive and professional way within and outside of the department.

Exercises initiative and works independently for an extended period.

**Physical Effort and Working Conditions**

**Physical Requirements:** The physical requirements of this position are performed primarily outdoors. The work activities of this position require continuous moderate to heavy physical exertion necessitating full and unrestrictive body movements and use of all limbs and major muscle groups.

**Physical Activity:** The physical activity of this position is regularly required for frequent or prolonged periods to sit, stand, balance, stop, climb, bend, reach, walk, push, pull, lift (up to 50 lbs. or more), carry, finger, grasp, crouch, kneel, feel, talk, hear, and perform repetitive motions.

**Visual Activity:** The visual activity of this position requires the ability to see at close distances and beyond arm's reach. Depth perception and peripheral vision are required due to the work locations and proximity to motorized equipment and machinery.

**Working Conditions:** The working conditions of this position are frequently exposed to adverse environmental conditions such as: extremes in temperatures and other physical

