

****JOB ANNOUNCEMENT****
Recycling Center Facilities Attendant

Position Description: Recycling Center Facilities Attendant (Full Time Tuesday-Saturday 8:30 a.m.-5:00p.m., 40 hours)

Posting Date: May 9, 2018

Closing Date: May 24, 2018

Location: LCO Recycling Center (School House Rd.)

Supervisor: LCO Recycling/Solid Waste Manager

Administration: LCO Recycling/Solid Waste Program

Position Description:

Recycling Center Sanitation Maintenance & Operations

Qualifications:

- Mature adult, tribal preference applies
- High School Diploma/G.E.D.
- Experience working with people
- Must be able to communicate effectively
- Must be 18 years of age or older
- Must have a valid WI Driver's License
- Must have reliable transportation to the Recycling Center and potentially to the old Transfer Station
- Must have at a minimum liability automotive insurance
- Must be dependable
- Physically able to lift up to 50 lbs.
- Must be able to pass a background check(s)

- Must be able to pass a pre-employment drug screen and any random drug screens thereafter.

Duties and Responsibilities:

- Collect garbage from public and provide a receipt for every transaction
- Collect and sort recyclables
- Acquire all necessary training and able to travel to these trainings
- Pick up Transfer Site grounds daily
- Help elders and disabled individuals unload garbage
- Pick up illegal dump sites at gate entrance and road cleanup
- Collect payments for transfer drop-off
- Monitor Recycling Center disposal bins
- General maintenance on building and front gate
- Be willing to maintain a flexible schedule (on call) for emergency dumping
- Dump all oil containers in Used Oil Tank daily
- Maintain access to road facility
- Ensure that no waste is dumped on the ground
- Ensure that no unacceptable materials are taken in.
- Work with collection and other vendors

Application Procedure:

Submit completed LCO Employment Application, at least three (3) personal reference letters, as well as **all Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment, to:**

Lac Courte Oreilles Tribal Government
ATTN: Holly Trepanier, Human Resources Director
13394 W Trepania Road
Hayward, WI 54843

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.