

## **Employment Opportunity – Solid Waste Department**

Broadwater County is currently seeking a highly motivated individual for a Full-Time **Solid Waste Operator**. The successful candidate must be able to operate a semi-tractor with a walking floor trailer, canister truck, frontend loader, excavator, backhoe and skid loader. Candidate must possess the appropriate valid Montana CDL Class A with trailer endorsement and must be able to pass a background check. Graduation from high school or its equivalent and one (1) year of demonstrable working knowledge of equipment is necessary; experience in solid waste is helpful. Broadwater County offers opportunities for personal and professional growth and is a welcoming community with opportunities for families to thrive. We offer an excellent health benefits package and have a community hospital and excellent school system. Starting pay is \$16-18/hr. A complete job description can be obtained by sending a request to [mbeebe@co.broadwater.mt.us](mailto:mbeebe@co.broadwater.mt.us)

Resumes and other application materials can be sent to the same email. **Deadline is September 21, 2018 at 5:00 pm.** Position is open until filled.

*Broadwater County is an equal opportunity employer. Broadwater County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*Veterans and Disabled preferences are applicable*

**BROADWATER COUNTY**  
**Job Description**

**CLASS TITLE:** Solid Waste Equipment Driver - Operator

**DEPARTMENT:** Solid Waste

**ACCOUNTABLE TO:** Public Works Supervisor

**PRIMARY OBJECTIVE OF POSITION:** Under general supervision, primarily responsible to deliver, pick up, and haul waste canisters to the rural canister sites and other specified locations and retrieve them and transport them to the transfer station. Work varies, requires some individual judgment within established standards and procedures.

**ESSENTIAL JOB FUNCTIONS:**

- Must have ability to follow written and oral instructions;
- Position requires employee to perform a multitude of movements in which a moderate physical effort is required, including lifting up to 75#'s (greater with assistance), bending, climbing, stooping, getting in and out of equipment, and prolonged sitting;
- Work is generally performed in uncontrollable conditions in which extreme noise, pollution, heat, cold, dampness, dust, toxic or caustic chemicals, exposure to fumes, airborne particles, stench, and infectious wastes are present;
- Must possess appropriate valid Montana CDL Class A with trailer endorsement.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Primarily drives a canister transfer truck to haul waste;
- Waste is screened according to Class III landfill standards and placed in a semi-trailer for hauling to the landfill;
- Performs maintenance of collection sites and/or transfer site;
- Operates semi-tractor with a live-bottom trailer, frontend loader, excavator, backhoe, and skid loader;
- Visually inspects site areas needing maintenance;
- Checks tires, oil, lubricants, water levels, lights, fuel, and general maintenance of trucks or equipment operated;
- Performs duties of laborer as required;
- Maintains the Solid Waste Facilities to be in compliance with all State and Federal Rules and Regulations;
- Prepares records of own activities;
- Uses equipment requiring care to assure against breakdown or deterioration;
- Work performed requires care and use of proper safety equipment and procedures to prevent injury.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** Generally none.

**CLASS TITLE: Solid Waste Equipment Driver - Operator (continued)**

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Graduation from high school, or its equivalent; and
- One (1) year of demonstrable working knowledge of equipment; experience in the solid waste field helpful;
- Must possess, or successfully complete, training in identifying hazardous waste;
- Possession of appropriate valid Montana CDL Class A with trailer endorsement.

**EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:**

- Possesses and maintains a knowledge of the methods of operation and equipment used in the maintenance and operation of a Canister site and the Transfer Station;
- Performs all of the tasks expected in the normal activities of the solid waste division;
- Establishes and maintains effective working relationships with fellow employees and supervisor to more effectively serve the public;
- Prepares reports of activities; and
- Performs such other assignments as may be directed in the day to day operations of the Solid Waste Program.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

**Revised 9-2018**

**BROADWATER COUNTY  
EMPLOYMENT APPLICATION  
AN EQUAL OPPORTUNITY EMPLOYER**

The information contained on this form is sought in good faith.  
It will not be used in any way to discriminate against any applicant for employment in violation of state and federal law.

**IMPORTANT:** Please type or print in ink. You may respond to sections 4 through 7 on separate sheets of paper if all relevant blocks are completed and the same format is followed. On each sheet write your name and job title for which you are applying. You may submit a legible photocopied application. If you photocopy your application, leave sections 1, 2, and 3 blank and complete these sections each time you apply. You must sign and date in ink each application you submit. **LATE, INCOMPLETE or UNSIGNED applications will not be considered.**

**PLEASE READ THE JOB VACANCY ANNOUNCEMENT CAREFULLY TO FIND:** (a) what attachments must be submitted (supplement questions, transcript, Employment Preference Form, etc.); (b) where to submit your application; (C) the required special qualifications or licenses; and (d) the closing date for receipt of applications. An application tailored to the position is to your advantage.

Under state and federal law, qualified applicants with disabilities are entitled to **reasonable accommodations**. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed.

**Employment Preference:** The Veterans' Employment Preference Act and the Persons with Disabilities Employment Preference Act provide preference in public employment for certain military veterans and people with disabilities or their eligible relatives. An applicant claiming employment preference must complete an Employment Preference Form, available through your local Montana Job Service. The applicant must indicate at the bottom of page one of this application form that the necessary documentation is attached. Contact your local Montana Vocational Rehabilitation Services Office (Department of Public Health and Human Services) for details on obtaining persons with disabilities preference certification. For more information, contact your local Job Service.

1. Name \_\_\_\_\_  
Last First MI

2. What position are you applying for?  
(Please see Job Vacancy Announcement.)

Social Security No. \_\_\_\_\_

Department \_\_\_\_\_

Address \_\_\_\_\_  
Street

Position Title \_\_\_\_\_

City State Zip

Phone No. \_\_\_\_\_  
Work Home

Job Location \_\_\_\_\_

3. My signature below certifies that all information on this and all attached pages (checked below) are true, correct and complete to the best of my knowledge and contain no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify me from consideration for employment with the County or, if hired, may be grounds for termination at a later date. Employers may be contacted as references. In the spaces below, I have checked attachments, including those required in the job announcement.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Responses to Supplement Questions        | <input type="checkbox"/> Transcript        | <input type="checkbox"/> Typing/Ten-key Certification     |
| <input type="checkbox"/> Employment Preference Form/Documentation | <input checked="" type="checkbox"/> Résumé | <input type="checkbox"/> Additional Employment Experience |
| <input type="checkbox"/> Other (please specify) _____             |  |   |

SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

4. EDUCATION: You may respond to this section on a separate sheet of paper (on each sheet write your name and job title for which you are applying) if all relevant blocks are completed and the same format is followed.

*High School Name and Address*

Received Diploma or Equivalency Certificate?            Yes            No

If you chose "No" above, please enter the highest grade that you completed \_\_\_\_\_

College, University, Other Schools & Training Courses Name and Location	Dates Attended	Degree/Certificate Received?	Degree/Certificate Date	Major/Minor Field	Credits Earned- Indicate Quarter or Semester Credits

5. List current Professional Licenses, Registration, or Certifications (engineering, medical, CPA, etc.)

Licensing Agency: Name and Location	Type of License	Endorsement/Restriction (If Applicable)	Date Licensed

6. List other skills, education, experience and abilities below. You may also include a list of equipment that you know how to use. (If you need more space, continue on an attached sheet of paper.)


7. **EXPERIENCE:** List your work and/or volunteer experience with emphasis on experience that is relevant to the position for which you are applying. **Begin with your present or most recent experience.** Include military service that would help you qualify. You may continue this section on a separate sheet of paper if all the same format is followed. Include your name and the job title for which you are applying on each sheet. *This information must be completed even if a resume is submitted.*

**Notice to applicants:** Information that you provide on this application is subject to verification. Previous employers may be contacted as references.

Do you want to be informed before we contact your present employer?      Yes      No

*Name & Complete Address of Employer*

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Your Job Title \_\_\_\_\_

Type of Business \_\_\_\_\_ Dates Employed \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

Immediate Supervisor(s) \_\_\_\_\_ Phone No. \_\_\_\_\_

Avg. Hrs. Per Week \_\_\_\_\_ Total Time Employed \_\_\_\_\_ Yrs/Mo \_\_\_\_\_  Full-Time  Part-Time  Volunteer

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments:

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Reason for Leaving: \_\_\_\_\_

*Name & Complete Address of Employer*

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Your Job Title \_\_\_\_\_

Type of Business \_\_\_\_\_ Dates Employed \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

Immediate Supervisor(s) \_\_\_\_\_ Phone No. \_\_\_\_\_

Avg. Hrs. Per Week \_\_\_\_\_ Total Time Employed \_\_\_\_\_ Yrs/Mo \_\_\_\_\_  Full-Time  Part-Time  Volunteer

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments:

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Reason for Leaving: \_\_\_\_\_

(EXPERIENCE - continued from item 7...)

*Name & Complete Address of Employer*

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Your Job Title \_\_\_\_\_

Type of Business \_\_\_\_\_ Dates Employed \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

Immediate Supervisor(s) \_\_\_\_\_ Phone No. \_\_\_\_\_

Avg. Hrs. Per Week \_\_\_\_\_ Total Time Employed \_\_\_\_\_ Yrs/Mo \_\_\_\_\_  Full-Time  Part-Time  Volunteer

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments:

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Reason for Leaving: \_\_\_\_\_

*Name & Complete Address of Employer*

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Your Job Title \_\_\_\_\_

Type of Business \_\_\_\_\_ Dates Employed \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

Immediate Supervisor(s) \_\_\_\_\_ Phone No. \_\_\_\_\_

Avg. Hrs. Per Week \_\_\_\_\_ Total Time Employed \_\_\_\_\_ Yrs/Mo \_\_\_\_\_  Full-Time  Part-Time  Volunteer

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments:

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Reason for Leaving: \_\_\_\_\_

~~—READ CAREFULLY—~~  
Do Not Write On This Page

Please make sure all required information is included (see job vacancy announcement).

1. Did you sign and date your application?
2. Have you read the job announcement to see what attachments must be submitted?
3. Have you checked boxes in Section 3 to indicate what attachments you have included?
4. Did you indicate the specific Position Title and Position Number in Section 2?
5. Did you include a complete address for each employer listed in Section 7?
6. If you are claiming Veterans Employment Preference or Persons with Disabilities Employment Preference, have you completed and attached the Employment Preference Form and Documentation?
7. Did you attach all the application materials required by the vacancy announcement?