



**LAPORTE COUNTY**  
**RECYCLING**  
SOLID WASTE DISTRICT  
2857 W. State Road 2, La Porte, IN 46350  
219-326-0014 • Fax 219-326-5310  
**Clay Turner, Executive Director**

JOB DESCRIPTION

**Date Written:** 7-13-20

**Position Status:** Full-Time, Salaried

**Position:** Compost Site Utility Person

**Reports to:** Executive Director

**FLSA Status:** Non-Exempt

**Public Compost Site Utility Person.**

Will be required to have a physical presence and regular and reliable attendance. Will work mainly outdoors in all weather conditions. Directs the disposal of all Green waste materials from residential and commercial customers at the compost Site.

• **Job Requirements:**

Be highly motivated and self-directed.

Must have experience driving, handling and maintaining heavy equipment.

Valid Driver's License

Work hours are 37.5 per week with Saturdays required.

- Works as a full-time employee, operating the site as scheduled, which includes Saturdays and as the weather and seasons allow.
  - Operates equipment related to the Compost Site such as a front-end loader, compost turner and dump truck, all used to maintain the Compost area.
  - Possesses knowledge of current guidelines, acceptable disposal materials, and fees to charge for Compost Site use.
  - Examines disposal loads for hazardous and toxic materials and/or materials that may damage equipment prior to dumping, and turns away unacceptable waste.  
Helps enforce applicable laws and policies against offenders who leave unauthorized materials.
  - Knows and practices safe work habits. This includes appropriately observing safety standards, such as: Wearing hard hats, safety-toed shoes, protective eyewear, hearing protection, and other such gear.
  - Working only in properly secured work areas.  
Assists other areas of the Solid Waste District when needed.
- Knowledge, Skills and Abilities  
Compost Site Utility Person - To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.  
Ability to follow and deliver both verbal and written instructions and the ability to be tactful, courteous, and effective with the public and co-workers.
- **Education:** High School Diploma or GED

**Full Position Description-Public Compost Site Utility Person.pdf Disclaimer**

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The La Porte County Solid Waste District reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position.