

Clinton County Solid Waste Authority
Wayne Township Landfill
Job Description

POSITION TITLE:	CLASSIFICATION:	DEPARTMENT:	REPORTS TO:
Administrative Assistant of Operations	Hourly Non-Exempt	Administrative	Administrative Manager

Purpose:

Responsible for providing administrative support to shop foreman and the operations department.

Essential Duties and Responsibilities:

- Maintain and update manufacturers' computerized parts and service systems.
- Compile analytical reports.
- Order and track parts and supplies online.
- Maintain inventory database.
- Maintain and analyze hour and mileage reports.
- Provide informative reports/graphs to management relative to efficiency and operations of equipment and vehicles.
- Prepare and maintain routine maintenance/service list.
- Communicate with dispatchers to schedule trucks and trailers for maintenance and repairs.
- Maintain data records, e.g. work orders.
- Schedule radio installation and repairs.
- Answer telephone, receive manufacturers' service communications, and distribute messages.
- Keep work areas clean and tidy.
- Cross-train other employees.
- Must attend all assigned workshops, trainings, etc.
- Practice workplace safety.
- Foster positive company/employee communication.
- Any other task or duty as assigned or required by Shop Foreman, Management and/or Board of Directors.

Knowledge and Skill Requirements: Must possess high school diploma or GED or show sufficient ability to perform essential job duties. Must possess strong organizational, computer, and analytical skills. Must be efficient in Microsoft Office software programs and capable of learning parts ordering systems. Must be proficient in Internet access and services. Must stay proficient in applications as technology progresses, and implement new technology as it is developed.

Physical Demands and Working Environment:

Exposure to chemicals, fumes, moving parts and equipment.
 Requires working in an office environment as well as a shop environment with occasional outside exposure to extreme heat/cold.

Must be a self-starter and self-motivator.

Must be able to work independently as well as in a team setting.

Working hours are subject to the demands of the job and may frequently extend well beyond the normal workweek.

Must possess judgment skills and ability to make sound decisions.

Must possess effective communication skills.

Must be able to understand, speak and write the English language.

Must be able to deal very well with the public.

Must adhere to the on-site safety plan and occupational practices to ensure the safety of employees, customers, and visitors.

Requires light to medium physical strength.

Physical demands require frequent sitting, standing, walking, talking, hearing, and eye/hand/foot coordination. Occasional lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, and reaching.

May 2013