

Baraga Property
16449 Michigan Avenue
Baraga, MI 49908
906-353-6623 x4120
Fax: 906-353-8786



Marquette Property
105 Acre Trail
Marquette, MI 49855
906-249-4200 x204
Fax: 906-249-9610

Human Resource Office

KBIC ENTERPRISE POSITION DESCRIPTION

ATTENDANT/WASTE COLLECTION

One (1) part-time, non-exempt position
Location: Baraga, MI

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED WITH THE APPLICATION
OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- Completed KBIC Enterprise application**
- Copy of High School Diploma or GED or Certification of Completion**
- Copy of Valid Driver's License**
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency**
- If you are a Veteran, you must attach a copy of your DD214**

TO APPLY, PLEASE SUBMIT A KBIC ENTERPRISE APPLICATION AND REQUIRED DOCUMENTATION TO:

Human Resources Office (Located in Ojibwa Casino, Baraga or Marquette)

Applications may be obtained on the Ojibwa Casino website or from Human Resources.

You may Email documentation to hr@ojibwacasino.com **OR** Fax **OR** drop off at the Casino HR Office

16449 MICHIGAN AVENUE
BARAGA, MI 49908
FAX: 906-353-8786

OR

105 ACRE TRAIL
MARQUETTE, MI 49855
FAX: 906-249-9610

POSTING DATE: 01/26/2021

CLOSING DATE: Open until filled

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KBIC ENTERPRISE POSITION DESCRIPTION

JOB TITLE:	Attendant/Waste Collection	BUSINESS/DEPT:	Solid Waste Mgt. Facility
LOCATION:	KBIC Solid Waste Management Facility Ojibwa Industrial Park Baraga, MI	SUPERVISOR:	Solid Waste Facility Manager
WAGE:	Grade 6, \$12.50/hr Part-time (<i>up to 37/hrs a week</i>) Non-Exempt Position	CLOSING DATE:	Open until filled

POSITION SUMMARY: This position is responsible for assisting in the safe and efficient operation of the Solid Waste Facility. They will open and close the facilities, maintaining security. They will assist facility users in the appropriate handling of refuse, recyclables, and household hazardous and electronic waste. The Attendant will regularly work outdoors, in varying and extreme weather conditions.

QUALIFICATIONS/REQUIREMENTS:

1. High School Diploma or GED or High School Certification of Completion is required.
2. Experience in the operation or maintenance of a transfer or recycling station or any equivalent combination of experience and training preferred.
3. Must be at least 21 years of age.
4. Must possess a valid, unrestricted Michigan Driver's License, have a good driving record, and be able to operate fleet vehicles, CDL preferred. ** Must sign the KBIC Driving Record Check Form.
5. Experience operating heavy machinery, including but not limited to – fork-lift, garbage truck and/or backhoe preferred.
6. Must be able to attend training, including Hazardous Waste Operation and Emergency Response (HAZWOPER) training. Certification must be obtained within one (1) year or at the direction of the SWF Manager.
7. Must be able to document legibly.
8. Must be able to effectively and professionally communicate with the general public.
9. Must possess knowledge of the operation and maintenance of mechanical equipment with the ability to make repairs and adjustments and to do necessary servicing work.
10. Must be able to understand and carry out oral instructions and to work independently in the performance of routine duties.
11. Must have basic accounting knowledge and the ability to make change.
12. Must be able to lift, carry and throw garbage refuse up to 60 lbs. for a period of up to 10 hours per day.
13. Must be willing to work a varied schedule, including Saturdays.

DUTIES AND RESPONSIBILITIES:

- Primary duty is to assist in the safe and efficient operation of the KBIC Solid Waste Management Facility,, including the tipping building, recycling area, hazardous waste storage area and other facilities as necessary, according to established operations and safety procedures.
- Open and close Solid Waste Management Facilities, maintaining security of all facilities.
- Monitor access to Solid Waste Management Facilities.
- Conduct visual inspection of loads as needed to prevent disposal of prohibited materials.
- Operate loading compaction and/or recycling equipment.
- Maintain the cleanliness and neatness of the Solid Waste Facilities, including daily housekeeping duties such as controlling litter, rinsing tipping floor, mowing grass, etc.
- Assist facility users in the appropriate placement of refuse, recyclables and household hazardous and electronic waste.
- Sort and package recyclable and hazardous materials, and store them in a safe and healthful manner.
- Respond to and report spills and releases of hazardous substances according to emergency response and safety plans and procedures.
- Follow and carry out all safety procedures.
- May be required to exert strenuous physical effort, such as lifting and carrying heavy equipment and materials (often up to 75 pounds).
- Required to regularly work outdoors, in varying and extreme weather conditions.
- Work requires climbing in and out of heavy machinery, standing and walking on rough, wet, slippery surfaces, including dirt, grass, asphalt and concrete.
- Work includes exposure to continuous noise, dust and odors.
- Seasonal, irregular and extra hours may be required.
- Perform other essential duties as assigned.

PHYSICAL REQUIREMENTS:

1. Must be able to stand, walk, stoop, kneel and/or crouch.
2. Must be able to push/pull, carry and lift up to sixty (60) pounds without help, and occasionally lift/or move up to seventy-five (75) pounds.
3. Must be able to tolerate varying levels of noise, dust and/or smells.
4. Employee must pass a pre-employment background check, physical and drug screen.

This summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position shall be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.

CLOSING DATE = Open until filled

**TO APPLY, PLEASE FOLLOW THE INSTRUCTIONS ON THE COVER PAGE.
THANK YOU!**