

Richland County Regional Solid Waste Management Authority

is Hiring a Facilities Specialist

Hiring one individual for this full-time position. The successful candidate will operate heavy and small equipment as needed at various locations throughout the county for composting; clean-up of illegal dump sites; performing routine checks for solid waste monitoring and/or collection systems; performing routine patrols for illegal dumping and routine maintenance and repairs of facilities building, systems, and equipment; and other duties as required by management.

Qualifications for this position are High School Diploma or equivalent, valid Ohio Driver's License, safe driving record, and must be bondable. Salary beginning rate is \$17.00 per hour with the potential to earn more with certifications and plus a benefits package.

Applications for this position may be obtained at the Richland County Regional Solid Waste Management Authority (RCSW) office, 1 125 National Parkway, Mansfield, OH 44906. Resumes may accompany applications. Only applications and resumes turned into RCSW's office will be considered for this job. Office hours are Monday — Friday, 8:00 AM to 4:00 PM (office closed between 12 and 12:30). Applications will be accepted until the position is filled.

Start an exciting career today with the county! It is a wonderful place to work!

**Richland County Regional Solid Waste
Management Authority**

CLASSIFICATION SPECIFICATION

Title: Facilities Specialist

Classification: Hourly, Classified

Responsibilities: The Facilities Specialist is directly responsible to the Facilities Manager or the Executive Director in the Facilities Manager's absence. The Facilities Specialist is responsible for the actual field implementation of the Authority's solid waste programs through equipment operation and facility operations as directed by the Facilities Manager.

Duties:

- A. Operate heavy equipment utilized in solid waste operations, such as a landfill, yard waste facility, recycling program, etc.;
- B. Operate small equipment and power tools;
- C. Operate road worthy equipment such as dump truck, pickup truck, and other similar vehicles;
- D. Perform routine maintenance on facility buildings, property sites, systems and equipment;
- E. Perform repairs on facility buildings, property sites, systems and equipment as skill permits and under the direction of Facilities Manager;
- F. Perform routine checks of solid waste monitoring and/or collection systems;
- G. Prepare and maintain Authority forms, records and correspondence as required by Facilities Manager;
- H. Safely collect illegally dumped materials from locations throughout the Authority's district as directed by the Facilities Manager;
- I. Report needs for repair/maintenance of equipment/property to avoid injury of Authority personnel or damage to equipment/property.
- J. Under the direction of the Facilities Manager, advise servicers/contractors of the need for service of Authority buildings, property sites, systems and equipment;
- K. Must at all times be polite and helpful while performing all duties required in order to promoting good public relationships as a representative of the RCRSWMA.

Yes _____ No _____

Do you possess a valid Driver's License?

Yes _____ No _____

If yes, what is the license number? _____ Issued in what state? _____

MILITARY SERVICE INFORMATION:

Branch of Service: _____

Highest Rank Achieved: _____ Job Title: _____

Duties: _____

Total Length of Service Time: _____

Reserve or National Guard Status: _____

EDUCATION:

EDUCATION:	High School	College	Graduate / Professional
School Name			
School Address			
Diploma/Degree			
Describe Course of Study			
Grade Point			
Specialized Training:			

EMPLOYMENT HISTORY:

Account for ALL times in the past TEN years, including periods of unemployment. Indicate name used if other than signature on this application. Begin with PRESENT position or occupation. In addition, list any other qualifying experience in the last ten years. If you need more room, use a separate piece of paper. A resume is welcome in addition to this application, however, it may not be substituted for any part of this application.

Company Name / Address: _____

Phone #: _____ Fax #: _____ Ending Salary: _____

Your Title: _____ Dates worked: From: _____ to: _____

Your Duties: _____
_____Reason for Leaving: _____**Company Name / Address:** _____

Phone #: _____ Fax #: _____ Ending Salary: _____

Your Title: _____ Dates worked: From: _____ to: _____

Your Duties: _____
_____Reason for Leaving: _____**Company Name / Address:** _____

Phone #: _____ Fax #: _____ Ending Salary: _____

Your Title: _____ Dates worked: From: _____ to: _____

Your Duties: _____
_____Reason for Leaving: _____**Company Name / Address:** _____

Phone #: _____ Fax #: _____ Ending Salary: _____

Your Title: _____ Dates worked: From: _____ to: _____

Your Duties: _____
_____Reason for Leaving: _____

Place a check next to any employer whom you do not wish to be contacted.*

SKILLS:

Typing: _____ WPM: _____ Shorthand: _____ WPM: _____

Computers: _____

CURRENT SPECIAL LICENSES:

Type: _____ State: _____ Number: _____

Type: _____ State: _____ Number: _____

List other special equipment or machinery operated in previous jobs: _____

RELEASE AND AUTHORIZATION

****PLEASE READ CAREFULLY****

I certify that all statements contained herein or at any step of the employment process are true, complete and correct to the best of my knowledge. I understand that a false answer or material omissions may be grounds for dismissal from Richland County Solid Waste Authority.

By signing this waiver, I expressly authorize Richland County Solid Waste Authority to make a thorough investigation of my past employment and activities which may include, but not be limited to, a motor vehicle record check, police record check, etc. I also authorize Richland County Solid Waste Authority to make an inquiry of my former employers concerning my work record, job qualifications and performance. I authorize my former employer to furnish Richland County Solid Waste Authority with this information upon their request. I recognize the right of Richland County Solid Waste Authority to treat, at its discretion, certain sources as confidential, and its right to withhold from me or my agent the names of such confidential sources, and information obtained therefrom.

Signature of applicant: _____ Date: _____

****Incomplete or missing information may prevent this application from being processed.****

APPLICANT SCHEDULE C

Department Submitting Schedule C: _____

Full Name of Applicant: _____

Address: _____

Ohio Driver License Number: _____

(The above information is required by the State of Ohio to run a Motor Vehicle Registration Report)

I understand that, as a condition of driving a county-owned/leased vehicle or my personal vehicle on County business, I must have a current and valid Ohio Driver License and an acceptable driving record, which meets the standards of the County's auto liability insurer. I further understand that I may be required to provide proof of personal auto liability insurance that meets the requirements of the State of Ohio and existing County minimum requirements. I also understand that I may be required to provide a copy of the Bureau of Motor Vehicles report showing my driving record for all states in which I have resided during the last three (3)-year period.

QUESTIONNAIRE:

During the previous thirty-six month (3-year) period, have you been involved in any of the following:

1. Had automobile insurance rejected, cancelled, refused or been in a high-risk insurance program?

2. Been involved in any accidents, either at-fault or not-at-fault?

3. Been arrested for any traffic-related incidents?

4. Had any traffic violations other than overtime parking?

Please provide all details including date and location for any question answered "yes".

I understand that, by giving incorrect information or by omitting information, I am falsifying my application; and, therefore, subject to dismissal if hired. I further agree that the County, as my employer, may check my driving record at any time. I further agree to report to my supervisor any accidents, arrests, violations, or cancellation of personal insurance within twenty-four (24) hours or the next working day after they occur and prior to driving any vehicle on behalf of the County.

Prior to driving on behalf of the County, I acknowledge that I am familiar with the County resolution requiring driving suspensions for a poor driving record. I understand all of the above and agree to all requirements. I further attest that all statements made by me in this report are true to the best of my knowledge.

(Signature)

(date)

BOARD OF COMMISSIONERS DRIVER ELIGIBILITY POLICY

COPY

A. General Provisions:

1. All employees who operate motor vehicles must be at least eighteen (18) years of age and are required to obtain and maintain a valid Ohio Motor Vehicle and/or a Commercial Driver's License.
2. All employees are required to report, in writing, to their Appointing Authority/Department Supervisor within twenty-four (24) hours or next working day any Motor Vehicle Law moving violation.
3. Employees are required to adhere to safe and courteous driving practices while on county business. County personnel must obey all traffic laws, as well as, departmental rules for public safety at all times.
4. Vehicles shall be operated without abuse to assure the full life expectancy of the vehicle. Vehicles shall include any automobile, truck, bus, van, emergency vehicle, snowplow, backhoe, and any equipment owned or leased by Richland County.
5. County vehicles shall be used in a manner that minimizes fuel consumption.
6. For personal safety and county liability, employees and passengers shall comply with the state statute on seatbelt usage.
7. Use of personal vehicles on county business is permissible only when authorized by the Appointing Authority/Department Supervisor. Reimbursement will be made in accordance with the county's travel policy.
8. Use of a hand-held cell phone while operating a county-owned vehicle or your own personal vehicle for county business is prohibited. Use of any cell phone while transporting persons is prohibited. This does not apply to law enforcement or maintenance personnel who are required to answer calls while driving.
9. Eating while operating a county-owned vehicle or while using your personal vehicle for county business is prohibited.
10. Smoking is prohibited in all county-owned or leased vehicles.
11. Any county fuel card shall be used for county business only. Any use of a county fuel card for other use will result in discipline and possible termination in accordance with the county's progressive discipline policy.
12. For a personal vehicle to be used on county business, proof of insurance must be furnished prior to use. Richland County's insurance will act as secondary insurance coverage in excess of the employee's personal insurance when a personal vehicle is being

used for county business. The employee is required to carry personal insurance with limits of insurance of at least \$100,000 for bodily injury per person; \$300,000 for bodily injury per occurrence; and \$100,000 for property damage per occurrence; or a combined single limit of \$300,000.

13. Only those individuals with no points on their driving record will be permitted to drive as a volunteer on Richland County's behalf. Individuals already driving as volunteers on Richland County's behalf are required to report, in writing, to the Appointing Authority/Department Supervisor within twenty-four (24) hours or next working day any Motor Vehicle Law violation. Those individuals who drive as volunteers on behalf of Richland County will lose their privilege to continue driving as volunteers if they receive a Motor Vehicle Law violation which results in points on their driving record.
14. All employees must receive a copy of this policy and complete and sign a Schedule C acknowledging such.
15. Individuals found to be in violation of this policy will be subject to discipline in accordance with the county's progressive disciplinary policy.

B. Guidelines:

The guidelines for use of county-owned or leased vehicles/equipment shall be as follows:

1. County employees only shall operate county-owned vehicles with the specific approval of the Appointing Authority/Department Supervisor.
2. Persons other than county employees may be passengers in county-owned or leased vehicles in the following circumstances, and with the knowledge of the Appointing Authority/Department Supervisor responsible for such vehicles:
 - a) When such persons are official guests of the county or guests of the employee responsible for the vehicle, and the vehicle is being used for purposes relating to county business.
 - b) When required for conducting official county business.
 - c) In any other case when specific approval is granted in advance by the Appointing Authority/Department Supervisor.
3. County-owned vehicles shall be used only for purposes relating to county business.
4. County vehicles are to be kept on county property (i.e. treatment plants, county-owned parking areas, etc.) overnight and on non-workdays except when otherwise approved by the Appointing Authority. County-owned vehicles authorized by the Appointing Authority to be driven to the employee's residence, are to be parked in a safe and secure place such as a garage or private driveway. County-owned vehicles shall remain on county property when the employee (with the assigned vehicle) is on vacation, sick leave, injury leave, etc.

C. Defensive Driver Training:

1. Driver training must supplement the employer-driver selection process. The county cannot depend on the selection process alone to insure the safe operation of motor vehicles by employees. If effective and safe operation is to be maintained, it is necessary for employees to react favorably to training and education.
2. Education and training must be continuous. Participation and successful completion of the Richland County Defensive Driver Training course will be mandatory for all employees who operate a county vehicle, or operate their personal vehicle on county business.
3. If a driver has two moving violations or four points within a three-year period, the driver will be required to attend a driver education course on the avoidance of accidents.

D. Violations:

1. County employees' driving records as maintained by the State of Ohio Bureau of Motor Vehicles (BMV) will be reviewed annually. Driving suspensions, with the Appointing Authority's concurrence, will occur when an employee has accumulated six points or three moving violations on his/her driving record. Driving suspensions will remain in effect until subsequent reviews determine that the offenses have been removed from the abstract record.
2. In any case where the Appointing Authority has suspended the employee's driving eligibility and driving is an essential function of the employee's job, the Appointing Authority may take appropriate disciplinary action, up to and including termination as permitted by department policy, laws and regulations of the State of Ohio, and any applicable collective bargaining agreement. On the first offense the employee will be responsible for providing their own transportation if travel is required. Further offenses will depend on the employer's operation needs. The employer will meet with the employee and the union, if applicable, to discuss.
3. Any employee eligible to operate a vehicle must notify his/her Appointing Authority or Department Supervisor in any case where his/her license has expired or is suspended or revoked. Employee further must report any and all accidents, arrests, violations, and citations issued to him/her the next working day they are schedule to work. Failure to do so may result in progressive disciplinary action.