

Waste Collection Assistant I/II

No Ka Oi Waste LLC “the Company” believes that one of the keys to our success is our employees. All employees are held responsible to work with fellow employees and management; in a joint effort to ensure our customers are our priority. We do this by making each interaction a positive one and building a memorable relationship with each customer. All employees are required to perform their daily responsibilities and contribute to the Company’s overall goal of operating with integrity and accountability. All employees must be in compliance with all Company policies and procedures and applicable laws.

Job Summary:

Assists the Waste Collection Driver with the collection and disposal of various waste products in compliance with all local, state and federal regulations and company procedures.

Essential Job Functions:

- Performs the general manual labor of the following:
 - o Pullout of bins
 - o Staging of bins
 - o Loading/unloading of waste in the bin
- Assists with driving maneuvers, as needed by Driver.
- Notifies Driver and Dispatch of any incidents, accidents, injuries, or damage.
- Notifies Dispatch of service interruptions (i.e. closed or impassable streets/alleyways, bins too heavy to service, or potential safety hazards.)
- Communicates with Driver and Dispatch customers’ requests onsite.
- Assists in the maintenance of all company equipment and supplies with appropriate care.
- Follow all policies and procedures that are expected. Adhere to the Company’s policy regarding carrying a company ID while working and showing that ID when requested.
- Implementation of the Company’s policies and procedures, especially while interacting with customers.

Knowledge, Skills, & Abilities:

- Able to listen and follow instructions.
- Ability to communicate clearly and professionally with co-workers and customers.
- Ability to work as part of a team.
- Maintain an excellent, dependable level of attendance and punctuality.
- Ability to work cooperatively, courteously, and respectfully with co-workers and customers.
- Adaptation to changes that affect the Company business.

- Ability to clearly and effectively to respond and exchange ideas through writing, speaking and presentations.

Working Conditions and Physical Demands:

- Hep A & B vaccination.
- Negative TB test.
- Loading and unloading of heavy/bulky equipment and supplies in excess of 50 lbs.
- Ability to lift, move and carry heavy/bulky items, in excess of 50 lbs., for long distances.
- Physically able to sit for prolonged periods.
- Physically able to walk for prolonged periods.
- Physically able to bend if necessary.
- Physically able to climb up to five (5) feet in height if necessary.

Other Duties and Responsibilities:

- Other duties and/or responsibilities include but are not limited to the proper documentation, problem solving ability, and other essential related duties, which may be assigned from time to time necessary to maintain the day-to-day operations.
- Utilization of down time in a productive, professional manner.
- Adhere to Company policies regarding scheduling including requests for personal time off and vacations.
- Able to work a flexible work schedule – may include nights, weekends, and holidays.
- Pro-actively seek training and/or product knowledge to better perform all job responsibilities.

Benefits:

Paid time off, holiday pay, medical insurance, and dental benefits are offered to regular, fulltime employees.

Disclaimers: The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. The above is not intended to be an exhaustive list of all responsibilities and duties required to perform this position.

External and internal applicants, as well as position incumbents who become disabled as defined by the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of reasonable accommodation to be determined by management on a case-by-case basis.

The Company is committed to the principle of equal opportunity employment. Applicants for employment and employees are reviewed on their individual qualifications for a position.

Under no circumstances will the Company discriminate against qualified persons based on race, color, religious creed, retaliation, national origin, ancestry, sexual orientation, gender, gender identity, disability, mental illness, genetics, choice of health insurance, marital status, age, veteran status, or any other basis prohibited under applicable law.

Resumes may be submitted to: info@nkwcorp.com. Please include the position for which you are applying in the subject line of the email.

Qualified applicants will participate in a three-week training program.