Schenectady County Conservation District

Office of: Schenectady County Compost Facility
24 Hetcheltown Road, Glenville, New York 12302
Telephone: (518) 399-6980
Nicholas Klemczak: Executive Director;
E-Mail: nickklemczaksswcd@yahoo.com

GENERAL LABORER JOB DESCRIPTION

RESPONSIBILITIES

- Under the general direction of the Executive Director and Senior Staff, the responsibilities of this position include the operation of various equipment and assistance with projects and programs that advance the mission and goals of the Conservation District;
- Operation of equipment to include, but not limited to, tractors, riding mowers, hand-held motorized equipment and tools, fork lift, front-end wheel loader, dozer, trommel screen, tub grinder (on-site training on certain equipment will be provided);
- Performs general Facility maintenance as necessary. Provides for the safety of equipment and others by following proper safety procedures;
- Provides Gate coverage when necessary, loading products for patrons and directing them to proper recycling disposal areas on site;
- Performs routine checks and preventive maintenance on equipment; identifies and reports equipment malfunctions; cleans equipment as needed.
- Performs regular inspections and maintenance throughout the County Preserves and Bike Hike trails.
- Employees are expected to communicate and effectively work together with the Facility staff and the public, demonstrating the highest level of professional standards;
- Ability to work individually and as a member of a high performing team;
- Candidate should be proficient in Math and English skills to ensure successful job performance.

REQUIRED KNOWLEDGE/ SKILLS/ABILITIES

- Equipment Operation – Knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment;
- Safety – Knowledge of occupational hazards, safety precautions and safety regulations related to equipment operation and general Facility work;
- Judgment/Decision Making – Uses logic and reasoning to understand, analyze and evaluate situations and exercise good judgement to make appropriate decisions or present them to the Supervisor;
- Time Management – Ability to plan and organize daily work routine. Established priorities for completion of work in accordance with sound time-management practice;
- Physical Requirements – At times, some tasks require moderately physically demanding work: climbing, stooping, kneeling, crouching, lifting, carrying, pulling materials (in excess of 50 lbs.);
- Valid NYS Motor Vehicle Operator's License

MINIMUM QUALIFICATIONS: NONE.

SALARY AND BENEFITS

Full time, Monday-Friday 7:30am-3:30pm
Hourly wage $27.35
Medical insurance, vacation, sick leave, holidays, and NYS Retirement System.

Applications are due to the SWCD office at 24 Hetcheltown Rd, Glenville, NY 12302 by 4pm on Thursday March 13, 2025

Equal Opportunity Employer

SCHENECTADY COUNTY SOIL & WATER CONSERVATION DISTRICT

24 Hetcheltown Road, Glenville, NY 12302 (518) 399-6980

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION (PLEASE PRINT)

Date of Application_____

Name: _____

Address:_____

City/State/Zip_____

Contact Information: Telephone (____) _____

Email : _____

POSITION SOUGHT: _____

AVAILABLE START DATE: _____

EDUCATION

	Name & Location	Degree	Major/Field of Study
High School			
College			
Trade School			
Other Education **Specialized Training**			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position:_____

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PREVIOUS EXPERIENCE (please list most recent first)

1.) Company Name_____ Location_____

Dates Employed_____ Role/Title_____

Job description(s) and reason for leaving:_____

_____

_____

2.) Company Name_____ Location_____

Dates Employed_____ Role/Title_____

Job description(s) and reason for leaving:_____

_____

_____

3.) Company Name_____ Location_____

Dates Employed_____ Role/Title_____

Job description(s) and reason for leaving:_____

_____

_____

REFERENCES (Please provide three references)

1.) Name/Title_____

Email and Telephone Number_____ /( )_____

2.) Name/Title_____

Email and Telephone Number_____ /( )_____

3.) Name/Title_____

Email and Telephone Number_____ /( )_____