

Laborer at Landfill

Hiring : General laborer to work at landfill. Selected applicant will be doing general labor tasks such as digging, loading/unloading, picking litter, painting while assisting manager with any onsite manual labor tasks. Please note this is an outdoor environment in all weather.

Shift: varied by location

Rate of Pay : varies by location

Bonuses & Incentives to ALL employees:

- ✓ Wellness program
- ✓ Monthly bonuses/incentives
- ✓ Long-term employment with opportunity for growth
- ✓ Weekly pay (direct deposit or pay card)
- ✓ Friendly team environment
- ✓ Weekly team building activities & safety training

Job Summary: Performs a variety of general manual labor tasks under direct supervision including : lifting and moving materials, loading and unloading vehicles, o digging and refilling holes, mowing grass, trimming, and equipment operations and other activities in a helping or assisting mode.

Requirements:

- Must be at least 18 years of age.
- Legally eligible to work in the United States.
- Successfully complete drug screen and background check, which will include previous employment check, and criminal history
- Physically fit & comfortable lifting 60lbs or more as needed
- Previous experience working outdoors (construction/driver helper)
- Must have steel toes boots (additional PPE an asset-gloves, glasses, vest)
- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc) occasionally;
- Required to exert physical effort in handling objects less than 30 pounds most of the work day;
- Required to be exposed to physical occupational risks (such as cuts, burns, exposure to toxic chemicals, etc) occasionally;;
- Required to be exposed to physical environment which involves dirt, odors, noise, weather extremes or similar elements occasionally;
- Conducts other duties and tasks as assigned
- Flexible with shift times as needed
- ** Driver's licence is not needed**

Required to be exposed to physical environment which involves dirt, odors, noise, weather extremes or similar elements occasionally; . Normal setting for this job is: manual labor

Driver Helper/Garbage Collector

GARBAGE COLLECTORS FOR RECYCLE/WASTE TRUCKS WANTED Let's Work USA is Now Hiring Driver Helpers to work for a large reputable sanitation organization!!! Paid Training provided!!!

Shift: 5 am start Monday-Friday (10-12hr shifts)

Rate of Pay : varies by location

Role and Responsibilities:

- Rides on truck and collects refuse on designated route within municipality.
- Gathers and carries containers from individual yards or locations along route and dumps refuse from containers onto truck.
- Starts hoisting device that raises refuse bin attached to rear of truck.
- Dumps contents into opening in enclosed truck body.
- Gathers separated recycling materials and dumps them into recycling bins on garbage truck.
- Assists in unloading and cleaning garbage truck at dump site

Requirements:

- Must be at least 18 years of age.
- Legally eligible to work in the United States.
- Successfully complete drug screen and background check, which will include previous employment check, and criminal history
- Physically fit- Required to exert physical effort in handling objects 60lbs pounds or more most of the work day;
- Required to be exposed to physical occupational risks (such as cuts, burns, exposure to toxic chemicals, etc)
- Required to be exposed to physical environment which involves dirt, odors, noise, weather extremes or similar elements occasionally;
- Conducts other duties and tasks as assigned
- Previous experience working outdoors (construction/driver helper)
- Must have steel toes boots (additional PPE an asset-gloves, glasses, vest)
- Flexible with shift times as needed
- **** Driver's licence is not needed****

Bonuses & Incentives to ALL employees:

- ✓ Wellness program
- ✓ Safety bonuses/incentives
- ✓ Opportunity for growth
- ✓ Weekly pay (direct deposit or pay card)

- ✓ Friendly team environment with team building activities & safety training

Janitor

Immediately hiring a reliable General Laborer to handle daily building maintenance, office cleaning, and light property upkeep

Shift: Mon - Fri 7:00am- 3:30pm (varies by location)

Rate of Pay: varies by location

Key Responsibilities:

- Daily Cleaning: Maintain the cleanliness of office spaces and interior buildings.
- Grounds Maintenance: Clean and tidy up the areas immediately surrounding the outside of the buildings.
- Detail Painting: Perform routine indoor painting and touch-ups to keep the facilities looking sharp and well-maintained.

Role and Responsibilities:

- Maintains the premises of the building ensuring that they are clean and orderly, and performs minor and routine building maintenance tasks and maintains the grounds
- Removes trash, including picking up trash in parking lot and around exterior of building
- Cleans restrooms daily, including maintaining hand towels, tissues and soap
- Sweeps, wet mops and spray buffs tile floors
- Scrubs and recoats floors once a month, and strips and refinishes all floors once a year.
- Vacuums carpets, furniture, drapes and other fabrics
- Maintains stairwells, including cleaning and polishing handrails
- Dusts and cleans walls, doors, windows, woodwork and furniture .Dusts and cleans air/return vents and changes filters
- Replaces light bulbs
- Maintains lawn and trims shrubbery
- Performs room set up for conferences, lectures and special events.
- Normal setting for this job is: custodial/office setting.

Requirements:

- Must be at least 18 years of age.
- Legally eligible to work in the United States.
- Successfully complete drug screen and background check, which will include previous employment check, and criminal history
- Physically fit & comfortable lifting 50lbs or more as needed
- Previous experience in a janitorial / custodian role
- Must have steel toes boots (additional PPE an asset-gloves, glasses, vest)

- Flexible with shift times as needed
- High School Diploma or equivalent
- Strong attention to detail with excellent cleaning skills.
- Proven experience or solid skill in interior painting.
- Reliability, strong work ethic, and the ability to work independently.
- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc) most of the work day
- Required to exert physical effort in handling objects less than 30 pounds occasionally
- Required to be exposed to physical occupational risks (such as cuts, burns, exposure to toxic chemicals, etc) rarely
- Required to be exposed to physical environment which involves dirt, odors, noise, weather extremes or similar elements occasionally

Bonuses & Incentives to ALL employees:

- ✓ Wellness program
- ✓ Monthly bonuses/incentives
- ✓ Long-term employment with opportunity for growth
- ✓ Weekly pay (direct deposit or pay card)
- ✓ Friendly team environment
- ✓ Weekly team building activities & safety training

Scale house Attendant

Let's Work USA is Now Hiring a scale house attendant to work for a large reputable sanitation organization!!! This is a Full-time ongoing opportunity! !!! Paid Training provided!!! Weekly Pay

Shift: Monday -Friday 7am-5pm (Training 2 weeks) 8:30am-5:00pm (No weekends) Varies by location

Rate of Pay: Varies by location

Bonuses & Incentives to ALL employees:

- ✓ Wellness Program
- ✓ Monthly bonuses/incentives
- ✓ Long-term employment with opportunity for growth
- ✓ Weekly pay (direct deposit or pay card)
- ✓ Friendly team environment

Job Summary : Serves as the first point of contact for customers depositing waste at a sanitation facility; calculates payments, checks loads, and ensures the safety of the customer and other employees through observation of safety rules and regulations.

Role and Responsibilities:

- Greets customers, directs customers and other traffic, and answers questions accurately.
- Correctly calculates payments for customers
- Ensures that incoming garbage loads are safe and do not contain any inappropriate material
- Ensures that customers and employees conduct all business in a safe manner and wear all required Personal Protective Equipment (PPE).
- Provides general upkeep of the Scale House.
- Completes all administrative tasks including regular filing, and completes required reports.
- Keeps immediate supervisor fully informed of all problems or matters requiring his/her attention.
- Attends company sponsored training and meetings as directed. . Works overtime as needed
- Performs other duties as assigned, including data entry and minor customer service responsibilities
- Approaches all encounters with employees, customers and vendors in a friendly, service oriented manner.
- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc) part of the work day;
- Required to exert physical effort in handling objects less than 30 pounds occasionally;
- Required to be exposed to physical occupational risks (such as cuts, burns, exposure to toxic chemicals, etc) occasionally;
- Required to be exposed to physical environment which involves dirt, odors, noise, weather extremes or similar elements part of the work day

Requirements:

- Must be at least 18 years of age.
- Legally eligible to work in the United States.
- Successfully complete drug screen and background check, which will include previous employment check, and criminal history
- Physically fit & comfortable lifting 60lbs or more as needed
- Previous experience working in a similar role
- Must have steel toes boots (additional PPE an asset-gloves, glasses, vest)
- Access to reliable transportation (flexibility with shift times if needed)
- Must speak Spanish & English fluently, but must be able to speak english as well and understand.
- Excellent customer services skills required as they are dealing directly with drivers and customers.
- Strong multi-tasking and interpersonal skills
- High school diploma or G.E.D, and zero to four years previous experience.
- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc) part of the work day;
- Required to exert physical effort in handling objects less than 30 pounds occasionally;
- Required to be exposed to physical occupational risks (such as cuts, burns, exposure to toxic chemicals, etc) occasionally;
- Required to be exposed to physical environment which involves dirt, odors, noise, weather extremes or similar elements part of the work day;
- Normal setting for this job is: scalehouse.

Hiring Immediately: Certified Sign Language Interpreter (On-Call / In-Person & Remote)

Work Environment: This position offers a mix of in-person and remote (video) interpreting assignments and requires availability during business hours, evenings, and weekends. Interpreters must live locally in Fort Myers and the surrounding areas so they are efficiently able to respond on short notice, including for emergency assignments.

Responsibilities:

- ✓ Provide on-site and remote (video) ASL interpretation for a wide range of client needs and settings, including but not limited to public services, legal, medical, community events, and city functions.
- ✓ Ensure services are delivered in full compliance with ADA requirements and meet all professional and confidentiality standards.
- ✓ Maintain professional conduct in accordance with the RID Code of Professional Conduct.
- ✓ Be available for assignments during regular business hours, evenings, and weekends as scheduled or on short notice.
- ✓ Accurately convey spoken or signed messages in real-time between Deaf/Hard of Hearing individuals and hearing individuals.
- ✓ Participate in assignments that may be audio or video recorded, as required by clients.
- ✓ Collaborate with clients to ensure high-quality communication access is consistently provided.

Requirements:

- Certification through the Registry of Interpreters for the Deaf (RID) -must have passed both written and performance exams
- Preferred: Active member of the Florida Registry of Interpreters for the Deaf (FRID)
- Must reside in or near Ft. Myers, FL
- Ability to travel locally for on-site assignments and respond quickly to urgent requests
- Access to reliable high-speed internet and a quiet, professional space for remote interpreting
- Must pass a background check and drug screening
- Must be comfortable with recorded sessions (video or audio)
- Excellent communication, punctuality, and professionalism

General Functions

Provides administrative support and assistance to management and/or professional staff. Assignments may involve conducting research and compiling data or administering technical systems.

Representative Duties /Assignments

Duties may vary based on area of assignment.

- Performs various complex administrative and confidential duties supporting divisional manager.
- Composes, proofreads and edits division correspondences, documents, memos, spreadsheet, minutes, logs, and reports for final approval or signature of divisional manager.
- Provides information on county policies and procedures to county employees and citizens. Conducts research, data collection and analysis of information for use in reports, presentations and meetings.
- Provides administrative support for any board or committee established and maintained by department. Prepares board or committee decisions for presentation to the Board of County Commissioners. Records, transcribes and publishes from audio tapes or written notes/formal board minutes.
- Schedules, coordinate and prepares meetings and agendas; collects and provides support materials, coordinates staff reports and prepares consolidation of reports for use by appropriate staff, consultants and other interested parties.
- Ensures appeals and public hearings requests are handled in a timely manner. Interacts with elected officials, consultants, County staff members and the general public.
- Maintains data used in software applications, creates management reports and reviews information for compliance with County policy and procedures
- Participates in emergency activities/response.

Minimum Qualifications

Graduation from high school or equivalent and four years of secretarial or administrative experience; or an equivalent combination of relevant education and experience.

Preferences

- Ability to type at a rate of 40 correct words per minute
- Experience with word processing, spreadsheet or presentation software

ADMINISTRATIVE OFFICE COORDINATOR

General Functions

This position is responsible for coordinating division services and providing administrative support. Responsible for overseeing and coordinating staff, volunteers and interns engaged in carrying out varied assignments.

Representative Duties /Assignments

Duties may vary based on area of assignment. The following are representative duties, it is not the intent to capture all duties performed by this classification.

- Coordinates projects and programs for the office, designs printed materials, facilitates County's practices, prepares special events and meetings and maintains records for past and upcoming activities.
- Coordinates meetings, prepares documents, and creates agendas and meeting minutes. Posts meetings in accordance to the Florida Sunshine State Laws. Maintains constant lines of communication with Advisory Council and subcommittees for County purposes.
- Composes correspondence to County Commissioners, County Mayor, executive staff and the general public on a regular basis.
- Prepares, researches and analyzes information for reports, projects and meetings to be delivered internally and externally.
- Provides support to reporting manager in various capacities, including but not limited to: appearing at events to represent division, giving presentations in manager's absence, performing division's annual inventory, working closely with Advisory Council members, and disseminating information to and from the fiduciary agent.
- Answers questions regarding projects, grants, and policies in addition to conducting feedback surveys and providing results.
- Coordinates office services such as clerical, reception, purchasing, personnel, budget, and travel.
- Coordinates work for support staff, volunteers, and interns for day of events.
- Performs other related duties as assigned.

Minimum Qualifications

High School graduate or equivalent and five (5) years of experience in related field; or any equivalent combination of relevant experience and training.

Intermediate proficiency in Microsoft Word, Access, Excel, PowerPoint and Publisher.

Must possess proofreading, organizational, presentation and communication skills.

ADMINISTRATIVE SPECIALIST

General Functions

This position is responsible for coordinating and providing administrative/clerical support to the assigned division/section. The role is responsible for assisting with day to day functions of the assigned area and for performing a variety of administrative support tasks including communicating with internal county staff.

Representative Duties /Assignments

Duties may vary based on area of assignment.

- Serves as an information resource for County employees and general public on routine matters. Routes visitors to appropriate staff members and requested location
- Performs a variety of routine clerical and receptionist duties, e.g., mail distribution, filing, appointment/meeting scheduling, purchase orders, completing standard county forms and reviewing documents etc.
- Participates in emergency activities/response.
- Coordinate with Division staff to complete payroll / Kronos timesheets.
- Responsible for handling confidential information and keeping it secure
- Performs data entry as applicable
- Performs other related duties as assigned.

Minimum Qualifications

Graduation from high school or equivalent and two years of experience in clerical or secretarial work or equivalent combination of relevant education and experience.

Preferences

- Ability to type at a rate of 40 correct words per minute.
- PC experience with word processing, spreadsheet or presentation software.

CONTRACT SPECIALIST

General Functions

Performs professional work developing, monitoring and reviewing of leases and addendums to ensure the space, dates, rates, concessions, special language and policies have been incorporated into the lease agreement. Ensures the lease agreements protect and represent the County's and the Center's liability needs and concerns. Works with Orange County Risk Management, the Center's clients, general service contractors and event security staffing companies to ensure accuracy of insurance documents to protect the interests of the County and the Center.

Representative Duties /Assignments

- Develops, creates and evaluates lease agreements and addendums to ensure compliance with current booking guidelines, approval processes and operational policies of the Center.
- Ensures booking information and contractual data are in compliance with operating procedures within the booking software system.
- Works closely with Account Executives to ensure accuracy of lease documents and to reach contract resolutions with Center's clients.
- Develops, monitors and reviews insurance, indemnification and operational language in client lease agreements within the Fiscal and Operations Support Division and other center divisions.
- Assists center staff in understanding the special terms outlined in the contract committee minutes.
- Ensures signed lease agreements, rental deposits, addendums and other required documentation are received on a timely basis and clients are in compliance with the terms of their lease.
- Collects and reviews insurance certificates on a timely basis from clients, General Service Contractors, Event Security Staffing Companies and other vendors to ensure insurance certificates include Additional Insured Endorsements, Waivers of Subrogation for General Liability and Worker's Compensation and any other requirements from Orange County Risk Management.
- Analyzes special studies and research projects to evaluate the policies and procedures of other convention centers and provides updates to management staff as needed.
- Reviews current procedures, recommends changes and implements new procedures to ensure protection for the County and the Center.
- Assists supervisor with contract committee meetings including preparing the agenda and scheduling meetings.

- Performs analytical analysis on contract committee agenda items in preparation for the meeting and maintains contract committee minutes and other documents electronically in the Center's software system.
- Maintains electronic documentation of follow up with clients, traces, emails, correspondence, contract committee minutes and appropriate insurance documentation in the Center's software system.
- Performs other related duties as assigned.

Minimum Qualifications

Associate's degree from an accredited institution in Event Management, Hospitality, Business, Accounting or closely related field; and two years of experience in contract administration, insurance, business administration or an equivalent combination of education or experience.

Preferences

- Experience in hospitality and sales/event management.

**HUMAN RESOURCES ADVISOR
(RESTRICTED TO THE HUMAN RESOURCES DEPARTMENT ONLY)**

General Functions

This position performs professional and consultative work in the design, development and administration of Countywide Human Resources programs and policies. The position provides support services in their specific areas to support the Department and Human Resources (HR) needs. Work requires independent judgment and is performed under the general supervision of the Administrator/Sr. HR Advisor. May be responsible for acting as the Administrator/ Sr. Advisor in their absence.

Representative Duties /Assignments

Duties may vary based on area of assignment. The following are representative duties, it is not the intent to capture all duties performed by this classification.

- Ensures consistent application of Human Resources' vision, policies, and key strategic initiatives and, adherence/compliance with all federal, state and local laws, rules, regulations and policies that pertain to the area of expertise/responsibility.
- Assists with the design and execution of the HR strategy to enable effective utilization of the County's HR programs.
- Serves as lead subject matter expert in relevant HR discipline and is responsible for a variety of projects including program design, analysis, implementation of new programs, and administration.
- Provides guidance/recommendations to the departments based on current policies and practices and helps develop solutions to address department needs and concerns.
- Reviews and provides detailed analytical reports and responses as needed.
- Maintains knowledge of software systems and process flows.
- Performs other duties as required.

Minimum Qualifications

Bachelor's degree from an accredited institution in Human Resources Management, Business, Public Administration, or a closely related field and four years of professional level experience in relevant HR area or an equivalent combination of education or experience. Master's degree from an accredited institution in a closely related field may be substituted for up to two (2) years of the required experience.

Preferences

- Professional certification in human resources or a closely related field.
- Experience with PeopleSoft Human Resources Management System and/or KRONOS.

SENIOR FISCAL CLERK

General Functions

Responsible for assisting in day-to-day operations of inmate funds and property. The role requires policy administration, reviewing documents and transactions, serving customers and preparing various reports.

Representative Duties /Assignments

- Works Inmate Fiscal Operations posts as assigned. Assists Money Room Supervisor with overseeing day-to-day shift operations to include processing, control, security and accountability of inmate funds/property, shift change, post closeout, key distribution, and work assignments, etc. as assigned.
- Audits and verifies transactions and balances and prepares reports.
- Prepares the daily deposit to bank and manifest for armored car services.
- Verifies, validates, and approves Classification of Receipts for deposit items and voucher for safe replenishment and submits items to Finance.
- Serves as signing/approval authority for inmate checks being sent to other agencies.
- Assists with resolving problems and customer complaints.
- Works with assigned staff with regards to potential counterfeit monetary items.
- Assists with creation/approval of internal policies and procedures.
- Assists with transferring bond money, researching of property, funds, and other discrepancy items and the handling of inmate grievances.
- Ensures the area of operations meet fire, safety and cleanliness codes and reports deficiencies to the proper authorities.
- Assists internal & external customers as needed/requested and performs other duties as assigned to include filling in for assigned staff when shorthanded.
- Performs other related duties as assigned. May be assigned to work nights, weekends and holidays.

Minimum Qualifications

High School or equivalent and two years of experience as a cashier, fiscal clerk or a closely related position involving extensive public contact, cash transactions, issuing receipts, and maintaining records.

Must possess and maintain a valid State of Florida Driver's License

Preferences

- Experience working in a Correctional fiscal environment
- Experience with handling inventory of items.
- Supervisory or lead experience

WEIGHMASTER

General Functions

Performs responsible clerical and record keeping duties to weigh vehicles using computer operated scale systems, determine appropriate rates and fees, accept payment, process charge transactions, and issue receipts.

Representative Duties /Assignments

Duties may vary based on area of assignment. The following are representative duties, it is not the intent to capture all duties performed by this classification.

- Performs responsible clerical and record keeping duties weighing vehicles at the landfill and transfer stations using computer operated scale system, determines appropriate rates and fees, accepts payments, processes charge transaction, and issues receipts.
- Assesses penalty charges for uncovered loads, screens incoming waste for prohibited materials, medical waste, or other special waste and notifies environment staff of suspect loads for inspection.
- Accountability and accuracy in reconciling receipts.
- Assist and monitor unattended terminal customer transactions for accuracy.
- Answer customer questions, or refers them when necessary, answers the telephone, and radio.
- Ability to solve customers issues in a friendly manner with excellent verbal communication.
- Performs other related duties as assigned.

Minimum Qualifications

- High School diploma or equivalent and one year experience performing record keeping or cashier duties; or an equivalent combination of education and experience.
- Must possess and maintain a Florida Driver's License

SOURCING COORDINATOR

General Functions

This position performs responsible work with limited supervision, specializing in the purchase of a variety of commodities, service, supplies, and equipment for Orange County. Work involves communicating with department staff, vendors and other Orange County divisions including Finance and Procurement on purchasing, receiving, shipping, invoicing problems and reviewing requisitions. The coordinator will also preparing purchase orders, request for proposals, conducting market surveys and resolving problems with vendors.

Representative Duties /Assignments

Duties may vary based on area of assignment.

- Prepares and processes purchase requisitions, delivery orders and procurement card orders for materials, services and supplies from the most economical source. Maintains backorder status on purchased items and follows up on all delayed orders.
- Performs routine purchasing work according to generally accepted public procurement principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Obtains price quotes for non-contract purchases from a variety of sources including vendors, websites and catalogs. Contacts vendors for availability and delivery schedules. Ensures all quotes and paperwork are in compliance with Orange County policies.
- Develops and assembles procurement documents and coordinates any required reviews to ensure consistency and accountability in County procurements.
- Processes purchase orders, delivery orders and receiving transactions in Advantage Financial System. Prepares payment packages to be forwarded to Accounts Payable.
- Reviews, interprets and monitors contract specifications to ensure compliance throughout term of contract. Monitors vendor performance and makes recommendations regarding contract renewals.
- Investigates any outstanding purchase orders; works closely with requesting divisions/offices and the supplier to reconcile problems pertaining to invoices, delivery of goods, or other procurement processes.
- Attend meetings with vendors and County personnel as required. Effectively communicates with vendors and Orange County staff regarding purchasing matters.
- Reviews and monitors expenditures and make suggestions for budget expenditures and transfers.
- Assists in the development of the specifications for Invitation for Bid process; review sole source and emergency purchases. Prepares changes orders as needed.
- Performs other related duties as assigned.

Minimum Qualifications

High School diploma or equivalent and two years of experience in procurement, accounts payable, contract administration or a closely related field or an equivalent combination of experience and education.

Preferences

Depending on area of assignment:

- Experience in Advantage (or other similar financial systems), MAXIMO, RSMeans, EBMS and/or Keystroke software
- Experience with Microsoft Outlook, Word and Excel, as well as Internet navigation
- Knowledge of County or Government purchasing and contract procedures

PROCUREMENT COORDINATOR

General Functions

Performs technical work assisting with the administration of the Division's enterprise procurement information systems and related data. Serves as a liaison between the Division and Information Systems and Services; communicates system requirements, applications desired, automation needs and process information. Supports both internal and external customers.

Representative Duties /Assignments

Duties may vary based on area of assignment. The following are representative duties, it is not the intent to capture all duties performed by this classification.

- Coordinates development and maintenance of all automated reporting systems with the ISS staff.
- Reviews and updates statistical reporting to include performance measures, spend analysis and contract lifecycle tracking.
- Gathers data and prepares reports including historical and current information.
- Manages web site and associated activities for division.
- Provides customer service and related vendor services
- Assists with procurement cycle tasks and data management
- Performs other related duties as required.

Minimum Qualifications

Bachelor's degree from an accredited institution and two years of experience in information management, customer service, communication services or related field; or an equivalent combination of education, training and experience.

NOW HIRING: Janitor for school facility . The ideal candidate will be responsible for maintaining cleanliness and order in of the building and the surroundings while perform assigned activities in the maintenance, operation and servicing of the physical plant and equipment.(APPLY NOW) (PAID TRAINING PROVIDED)

Location: Saint Johns County

Requirements:

- Must be at least 18 years of age and legally eligible to work in the United States.
- Ability to lift/ carry up to 50 pounds and perform physical tasks, such as standing for long periods, bending, stooping, and climbing
- Previous janitorial experience with thorough knowledge of equipment and the care and use of cleaning materials.
- Successfully complete drug screen and background check, which will include previous employment check, and a criminal history
- PPE required (safety boots)
- Ability to follow written and verbal instructions and to interact with staff in a professional and polite manner
- Must be comfortable working independently with little to no supervision, as well as in a team
- High School Diploma, General Equivalency Diploma (GED) or equivalent if education is from a country outside the United States is preferred.
- Participate in and pass all custodial training courses offered by the School District.
- Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- Ensure adherence to good safety standards.
- Maintain confidentiality regarding school/workplace matters.
- Model and maintain high ethical standards.

Responsibilities:

- Cleaning: Sweeping, mopping, vacuuming, general maintenance of building
- Sanitation: Cleaning and sanitizing restrooms, kitchens, and other high-touch surfaces.
- Waste removal: Gathering and emptying trash and recycling bins, and replacing liners.
- Restocking supplies like soap, paper towels, and toilet paper, and maintaining an inventory of cleaning supplies.
- Minor repairs and maintenance: Performing simple tasks like changing light bulbs, unclogging drains, and fixing minor issues.
- Safety: Follow all health and safety regulations and wear necessary personal protective equipment (PPE)Report any safety hazards to the supervisor.
- Outdoor labor : Upkeep of outdoor surroundings-may include tasks like lawn care, and cleaning sidewalks, and yard labor as needed
- Emergency response: Responding promptly to cleaning needs such as spills or accidents.
- Other duties as assigned

Heavy Equipment Operator – Solid Waste Division (Seminole County, FL)

Now hiring skilled Heavy Equipment Operators to support the ongoing operations of Seminole County's Solid Waste Management Division. This role involves operating various types of heavy equipment at the County Landfill and Central Transfer Station (CTS) to assist with the acceptance, processing, and disposal of solid waste, yard trash, and recyclable materials.

This is a hands-on, essential services role ideal for experienced operators looking to work with a high-volume, high-impact solid waste operation.

Key Responsibilities:

At the Landfill:

- Operate CAT compactors and dozers to receive, place, and compact waste materials.
- Excavate soil and mulch using a CAT excavator and load into dump trucks for delivery to active work areas.
- Apply daily cover and assist with other site compliance and maintenance tasks.

At the Central Transfer Station (CTS):

- Use front-end loaders to push waste from the tipping floor into trailers via hopper systems.
- Operate CAT material handlers or excavators outfitted with Pennington attachments to compact waste into walking floor trailers.
- Assist in managing waste from the citizen drop-off center using mini loaders.

Equipment Experience Required:

Landfill Operations:

- CAT D6T & D6N Dozers
- CAT 836 Compactors
- CAT 336 Excavator
- CAT 725 Dump Trucks
- CAT/Volvo Front End Loaders

Transfer Station Operations:

- CAT M315D & M316F Excavators (packer)
- CAT 966M & John Deere 744K Front End Loaders
- CAT 906M Mini Loader
- CAT Material Handler (packer)

Qualifications:

- Minimum of 3 year's experience operating heavy equipment in landfill, construction, or related environments
- Proof of certification and training (mandatory client testing)
- Must be proficient with multiple types of equipment listed above.
- Ability to follow site supervisor directions and maintain safety and compliance at all times.
- Must be reliable, punctual, and able to work in a physically demanding environment.
- Valid driver's license required.
- Must pass a drug screen and background check.