

JOB TITLE: Recycling Center Worker (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Public Works Superintendent.

JOB SUMMARY: Under general supervision performs semi-skilled work in the operation and maintenance of the city recycling center. Trains, supervises and works with volunteer laborers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Opens and closes recycling center on days scheduled for public drop-off of recyclable materials. Receives and/or carries recyclable materials from vehicles and properly sorts; operates crushing and bailing equipment in the processing of recyclable materials; loads recyclable materials into trailers for pick up by marketing companies; trains volunteer labor in proper procedures for receiving and sorting recyclable materials and in the operation of various equipment as appropriate; keeps records on volume of recyclable materials received and sold to marketing companies.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Performs routine maintenance and minor repair work on recycling center building and equipment as needed; maintains recycling center buildings and grounds; and operates power equipment to mow grass.

SKILLS/ABILITIES: Ability to lift and carry recyclable materials weighting up to 30 lbs.; ability to climb, balance, stoop and kneel; ability to operate, push or pull a variety of equipment used in processing and handling recyclable materials; ability to inspect equipment to insure it is safe and in proper working condition; good oral communication skills required to effectively communicate with the public, coworkers and volunteers; ability to regularly work Saturday mornings and weekday evenings as needed, ability to train and supervise volunteers.

TRAINING AND EXPERIENCE: Graduation from high school and some experience as a laborer/maintenance worker of grounds, buildings and other facilities preferred.

Updated 10/1/97