

## RECYCLING WORKER

DISTINGUISHING FEATURES OF THE CLASS: This position requires the careful execution and coordination of a variety of interrelated recycling operations and programs. Duties include, but are not limited to, educating all levels of personnel in school districts, municipal offices, commercial businesses, and the general public; acting as an information resource on all recycling programs managed by the County; straw boss supervision of all field crew and contracted personnel; assisting with scheduling of all daily tasks performed by such personnel. Work is performed under general supervision of higher level County or Town officials. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assist in supervision of processing of recyclables at existing and future recycling/garbage processing facilities;

Assist in the preparation of processed recyclables for shipment to market and schedule trucking necessary for delivery of processed recyclables to their respective markets;

Assist with scheduling, organizing and dispatching of vehicles and personnel necessary to pick up recyclables and/or garbage on scheduled routes;

Perform labor tasks in field as necessary, including but not limited to, loading and unloading trucks, sorting paper, separating commingled recyclables, picking up recyclables at drop-off sites and scheduled stops on recycling runs;

Assist with communication and education in school districts, government offices, commercial businesses, and with the general public, to educate and answer questions on aspects of recycling programs;

Assist in scheduling and/or delivering recycling and/or garbage vehicles appropriately for regular maintenance and repairs;

Operates any and all field equipment necessary to execute tasks;

Cleans, maintains, and repairs or arranges for repair of drop-off sites and processing facilities;

Performs a variety of related activities as required.

When assigned, may also:

Check permits on all vehicles entering Recycling Center, including special and daily permits;

Collect required fees, provide change, and deposit money properly according to department policies;

Direct public to proper bin to dispose of recyclables and assist the public with unloading of materials when necessary;

Maintain and update records relating to permits and fees collected;

Maintain and update inventory records of recyclable materials.

RECYCLING WORKER (cont'd)

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Working knowledge of simple arithmetic; ability to follow field operation schedules and instructions; ability and willingness to carry out operations and assignments under all weather conditions year round; ability to operate all equipment used in field operations; ability to effectively supervise co-workers; ability to schedule daily work load; ability to organize necessary truck and pick-up schedule; ability to communicate effectively verbally; ability to follow oral and written directions; ability to meet and deal with the public effectively; assertive attitude; reliability.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma, and one (1) year experience working in the recycling field; or
- b) Three (3) years experience working in the recycling field; or
- c) An equivalent combination of training and experience as indicated by (a) and (b) above.

SPECIAL REQUIREMENT:

Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.