

POSITION DESCRIPTION

Position Title: PT Recycle Site Operator

Department: Public Works

Division: Solid Waste

FLSA: Non-Exempt

Retirement: KPERs

Effective Date: May 30, 2023

GENERAL PURPOSE

On-site control and site management of the City's recycle center.

SUPERVISION RECEIVED

Works under the general and direct supervision of the Solid Waste Foreman and if required the Operations Superintendent.

SUPERVISION EXERCISED

None, but may direct volunteers or temporaries whom may man the recycle center as scheduled.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed).

- Open and close the site in accordance with the established hours of operation.
- Direct customers to the correct recycle containers for self help disposal.
- Provide assistance to customers that require assistance with the disposal of their recyclables.
- Ensure only authorized recycle materials are disposed of in the correct containers.
- Maintain the required statistical reports that are deemed appropriate by the Solid Waste Foreman and/or the Operations Superintendent.
- Ensure recycle containers are emptied and maintained to ensure efficient recycle disposal of all using customers.
- Educate residents of updated recycling principles in small group lectures; i.e., boy scouts and grade school children.
- Develop and maintain effective working relationship and communication with other city employees and the public.
- Operates a forklift occasionally.
- Maintains and monitors a safety culture in accordance with City policy. This culture will minimize accidents, injuries and property damage. Oversees the safety of assigned operations by instructing individuals in proper safety procedures and/or reporting violations of safety policies. May perform or assist in accident investigations.
- Be able to work a flexible schedule as needed.
- May perform other duties as assigned.

PERIPHERAL DUTIES

- Run errands as directed.

- Keep recycle site in excellent condition; this requires trash removal and vegetation control by the use of a lawnmower and/or string line trimmer.
- Fill in at Brush Disposal Site as needed.

MINIMUM QUALIFICATIONS

Education, Experience and License/Certification:

- (A) High school diploma or equivalent.
- (B) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of equipment, methods and procedures used in recycle activities; the hazards of applicable safety rules and precautions involved in equipment operation; working knowledge of basic math.
- (B) Skill in operations of listed tools and equipment.
- (C) Ability to understand and follow operating procedures; Ability to maintain stock of recyclables in an orderly fashion; Ability to read, write, speak and comprehend English; Ability to establish and maintain effective working relationships with employees, supervisors and the general public; Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- Ability to meet attendance requirements of position. *Current* operating hours run Tuesday-Saturday, hours may vary. Days and hours of operation may be subject to change.

DESIREABLE QUALIFICATIONS

- Previous recycling experience.
- 6 months manual labor experience.

TOOLS AND EQUIPMENT

Motorized vehicles and equipment, including pick-up truck, fork lift, string trimmer, lawn mower; common hand and power tools, small tools; mobile or portable radio; and calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions and in a congested environment. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is occasionally loud.

SELECTION GUIDELINES

Formal application, review of qualifications/education and experiences; testing which may include: written and/or practical examination, oral interview, final selection, background investigation, reference check and post-offer medical examination to include a drug screen; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVING AUTHORITY:

Department Head

Date

HR Director

Date