

POSITION DESCRIPTION

Class Title:	Recycling Specialist	Job Code Number:
Department:	Public Works	Grade Number:
Division:	Solid Waste Dept.	
Date:	10/2013	Location:

GENERAL PURPOSE

Through increasing awareness of recycling program ensures recycling center is open to the public during appropriate hours and maintained in a neat and orderly fashion.

SUPERVISION RECEIVED

Works under the close supervision of Supervisor of the Solid Waste Department

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Good knowledge of the materials accepted for recycling
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain an effective working relationship with other employees and the general public.
- Ability to give accurate recycling information and direction to the center both in person and over the telephone in a courteous and professional manner.
- Oversees the daily operations of a recycling center, opens and closes facility on a timely basis.
- Maintains records of recycling activity and vehicle traffic to the center.
- Ensures materials are placed in the proper container and that containers are emptied as needed.
- Contact contracted hauler to schedule pick up of full recycling containers.
- Empty garbage bins when needed.

PERIPHERAL DUTIES

- Answers telephone in a courteous and professional manner.
- Answers questions from citizens at the center and responds to telephone calls relating to recycling program.
- Assists citizens at center to place proper materials in proper containers.
- Promotes the recycling program through the distribution of informational pamphlets.
- Maintain a clean, litter free facility – inside and out (i.e. litter pickup and sweeping)
- Ensure contamination free recycling containers.
- Maintain sufficient supply of office and janitorial supplies.
- Maintain good building management practices (lighting, utilities, etc.)

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Six (6) months experience in a direct customer service position

Necessary Knowledge, Skills and Abilities:

- Knowledge of state and federal environmental regulations.
- Knowledge of recycling opportunities and collection methods.
- Skill in reading, understanding and applying federal and state environmental rules and regulations.
- Skill in communicating effectively orally and in writing and establishing and maintaining cooperative working relationships with the public, department staff and other department and contractors.

TOOLS AND EQUIPMENT USED

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.

Work requires moderate physical effort with intermittent sitting and standing, with considerable walking. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The work regularly requires lifting and carrying of up to fifty (50) pounds. Vision abilities required by this job include close vision 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.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; 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 job 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.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective
Date _____