



## Recycling Maintenance Associate

2023-133 Recycling

### JOB SUMMARY

This position is responsible for assisting in the maintenance and operations of the city recycling.

### MAJOR DUTIES

- Maintains recycling grounds.
- Operates a bush hog, mowers, weed eaters, and other grounds maintenance equipment.
- Maintains leachate building and monitors pump operations.
- Maintains and repairs tools and equipment.
- Operates a variety of hand and power tools.
- Reports all needed repairs and safety concerns to the supervisor.
- Directs traffic within the landfill and in the disposal site.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant environmental rules and regulations.
- Knowledge of department and city policies and procedures.
- Knowledge of the principles and practices of recycling operation.
- Knowledge of grounds equipment operation and maintenance principles.
- Skill in the operation of hand and power tools.
- Skill in the operation of recycling equipment.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Recycling Manager assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related ground maintenance duties. Inclement weather conditions contribute to the complexity of the position.
- The purpose of this position is to assist in the maintenance of the city recycling. Successful performance contributes to the efficiency and effectiveness of recycling operations.

## CONTACTS

- Contacts are typically with co-workers, contractors, and the general public.
- Contacts are typically to resolve problems and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. The work requires the use of protective devices such as masks, goggles, or gloves.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Ability to read, write and perform basic mathematical calculations.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.