



Recycling Worker – Truck Driver

Recycling

RECY/3

JOB SUMMARY

This position is responsible for assisting with county recycling operations and for operating a truck in the collection and transport of recycling materials and solid waste.

MAJOR DUTIES

- Operates a truck to transport recycling bins and rural waste bins from various locations in the county.
- Processes recyclable materials into shippable forms.
- Monitors the maintenance of buildings and grounds.
- Loads and unloads trucks.
- Shreds documents for area businesses, community agencies, county departments, and the general public.
- Processes and handles household hazardous materials.
- Operates a variety of equipment, including forklift, baler, skid loader, and scissors lift.
- Sorts and grades recyclable materials.
- Cleans and organizes the shop area for appearance and safety.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of recycling principles and practices.
- Knowledge of truck operation principles.
- Knowledge of customer service principles.
- Skill in the operation of a variety of tools and equipment.
- Skill in the safe operation of trucks to transport bins.

- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

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

GUIDELINES

Guidelines include the county employee handbook, the safety manual, and other county 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 recycling and truck operation duties. Inclement weather contributes to the complexity of the position.
- The purpose of this position is to participate in county recycling operations and to operate a truck to transport recyclable and solid waste bins. Success in this position contributes to the success of recycling services.

CONTACTS

- Contacts are typically with co-workers, other county personnel, area business owners, elected and appointed officials, recyclers from other counties, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, 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 indoors and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to a high school diploma.
- 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 Iowa for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain Household Hazardous Materials certification.
- Possession of or ability to readily obtain Appliance De-manufacturing certification.