

RECYCLING CENTER ATTENDANT

MAJOR FUNCTION

This position is responsible for directing members of the public in unloading household waste and recyclables into the proper containers at various recycling centers and for assisting in educating members of the public about recycling and waste reduction.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Assists handicapped and infirmed members of the public unloading waste items and recyclables from vehicles.
- Inspects all waste entering recycling center. Removes items from recycling containers and places in proper containers. May be required to climb into cardboard collection box to break down boxes.
- Assists customers by providing information related to recycling issues and directing members of the public to proper recycling containers and drop off area for refrigeration units.
- Maintains cleanliness of recycling center site by sweeping and picking up trash. May perform grounds care when applicable to assignment site.
- Maintains recycling center site log book.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

RECYCLING CENTER ATTENDANT

This position has no supervisory responsibility.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

High school diploma or general education degree (GED) preferred.

Licenses

Valid Florida Driver License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence and reports.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's,
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to read pressure gauges.

Problem Solving Ability

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Requires some judgment in selection of procedures, methods, or tools, equipment to own work to accomplish tasks.

Specialized Skills and Abilities

- Ability to work alone and independently at remote locations.

RECYCLING CENTER ATTENDANT

- Ability to communicate courteously and effectively with members of the general public.
- Ability to work in varying weather conditions continuously.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machinery and Equipment

To accomplish the tasks of this position, the employee will be required to operate a trash compactor, push lawn mower, weed eater, blower, and various hand tools such as rake, shovel, and broom.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to sit, taste or smell, and to lift up to 50 pounds; regularly be required to use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and to lift up to 25 pounds; and will frequently be required to stand, walk, talk or hear. Vision requirements are close and distance vision, depth perception, and 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. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, moving mechanical parts, high precarious places, toxic or caustic chemical, risk of electrical shock, risk of radiation, and vibration; will regularly be exposed to fumes or airborne particles; and will frequently be exposed to outdoor weather conditions. The typical noise level for this environment is loud.

Established: 10/99

Pay Grade: 2

Job Description Number: 8069

Category: 8

Status: NE

Revised: 10/2005