

FAIRFIELD COUNTY**JOB TITLE: RECYCLING ATTENDANT
Recycling****GENERAL STATEMENT OF JOB**

Under general supervision, operates a Recycle Center to receive, sort, and maintain records on recyclables brought to the Center. Maintains the Center in a clean, orderly condition. Reports to the Recycling Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES**ESSENTIAL JOB FUNCTIONS**

Operates a Recycle Center in the County; opens and closes the center at proper times.

Provides assistance to the public and County employees in depositing recyclables. Assists with unloading and loading as needed.

Inspects materials being deposited. Is responsible for enforcing rules and policies relative to recycling.

Keeps bins sorted as to type of recyclable.

Ensures that all machines are in proper operating condition.

Ensures that the grounds are kept clean, free from refuse and trash.

Advises appropriate County personnel when bins need to be emptied.

Maintains records relative to count of patrons, number of times bins are emptied daily, etc.

Operates a compactor and utilizes a variety of types of equipment including shovel, rake, broom, hoe, pitch fork, bush axe, etc.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma and some public relations experience, or any equivalent combination of education and experience which provides the required skills, knowledge, and experience.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate various types of equipment including compactor, rakes, shovels, hoes, brooms, etc. Must be physically able to exert up to twenty-five pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work; work involves standing, walking, stooping, kneeling, reaching, etc. frequently or occasionally. Must be able to lift and/or carry weights of up to fifty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of instructions to the public. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read pull tickets and receipts and the recycle chart. Requires the ability to complete various records. Requires the ability to communicate with co-workers, supervisor, and the general public, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing equipment.

Manual Dexterity: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the department as they pertain to specific duties of the position. Understands the rules of approved types of materials to be disposed of into the bins. Knows of the records which must be maintained, and is able to maintain such records accurately. Has the ability to effectively communicate with individuals and groups from a wide variety of educational and cultural backgrounds. Is able to maintain the Center in a clean, orderly condition; has the ability to use a variety of types of yard maintenance tools. Has the ability to utilize commonsense understanding and independent judgment in routine situations. Has the ability to work in various weather conditions including smoke, dust, heat, cold, wetness, etc. Is able to take the initiative to complete the duties of the position without the need of direct supervision.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all County departments and divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the County.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, County policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain goodwill toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.