

# POSITION DESCRIPTION

<b>Title</b>	Recycling Worker Part-time	<b>Type</b>	Non-Management
<b>Department</b>	Public Works	<b>Union</b>	Non-Union
<b>Date</b>	December 12, 2017	<b>Location</b>	14

## **General Purpose**

In this position, duties include performing a variety of manual labor tasks relative to the collection, processing, and marketing of recyclable materials and operations of the Twin Borough Recycling program.

## **Reporting Structure**

Reports directly to the Recycling Director and will work under the general supervision of the Public Works Director and the Borough Manager.

## **Essential Duties and Responsibilities**

1. Pickup recyclable materials and/or containers from curbside locations on designated collection routes within the two Boroughs and empty containers/place recyclable materials into collection trailer and/or dump trucks, return containers to curbside location.
2. Operate vehicles and mechanical power equipment, such as forklift, front-end loader, balers, and conveyors, and chippers at the Recycling Center in the sorting, processing, baling, and loading/handling of recyclable materials.
3. Attending training as necessary.
4. Operate mowers, and other small equipment and tools to maintain Recycling Center, grounds and equipment.
5. Performs related work as assigned.
6. Perform routine inspection and preventive maintenance on assigned equipment and make needed repairs to equipment, or refer repairs to other Borough employees and/or contractors as directed.
7. Learn to establish and maintain relationships with property owners, occupants, agents, contractors, representatives of other agencies and the public.
8. Monitor the Recycling Center drop-off area, provide customer education and handle resident complaints and requests for information as needed.
9. Perform all duties in conformance to appropriate safety and security standards.

## **Required Minimum Qualifications and Certifications**

1. High School Diploma or equivalent required
2. Possess a valid Pennsylvania Driver's License (Class C)

## **Preferred Knowledge, Skills and Abilities**

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procurement manuals.
2. Ability to speak effectively before groups.
3. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
4. Ability to deal with problems involving several concrete variables in standard situations.
5. Knowledge of recyclable material types, recycling practices, and Borough, State and program requirements, and markets for materials.
6. Ability to comprehend the occupational hazards involving such work and to observe proper safety precautions.

7. Ability to perform heavy manual tasks and repetitive lifting tasks under varying conditions.
8. Ability to operate a variety of equipment under adverse weather conditions.

### **Physical Demands**

1. 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.
2. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
3. The employee frequently is required to stand and talk or hear.
4. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
5. The employee will be required to and must frequently lift and/or move up to 80 pounds and occasionally lift and/or move objects greater than this with help.
6. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision and the ability to adjust focus.

### **Work Schedule and Environment**

1. 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.
2. While performing the duties of this job, the employee on a daily basis will be working outside for extended periods of time up to and including an entire work period. This includes working in all types of weather climates inclusive of extreme heat, humidity, cold, wind, and precipitous weather conditions.
3. Will be required from time to time to work nights and weekends.
4. The employee is occasionally exposed to wet and/or humid conditions and unsanitary conditions.
5. The employee will occasionally work at a high elevation.
6. There is the potential for exposure to fumes, exhaust, airborne particles, toxic and/or caustic chemicals while performing certain job functions.
7. The potential for the risk of electrical shock may also be evident.
8. The noise level in the work environment is usually loud in field settings, and can moderately quiet in office settings.
9. This is a drug free work environment. Drug and alcohol testing is administered in accordance with the Borough of East Stroudsburg Personnel Manual.
10. This is a part-time position (56 Hours Bi-weekly). Hours will typically be scheduled between 5 am – 1:30 pm, Monday thru Thursday one week and Tuesday thru Thursday the next week. Evening, weekend or hours adjustments may be required as job duties demand.
11. Daily reporting location is the Twin Boroughs Recycling Center and work is performed there as well as at locations throughout the Boroughs.

### **Pre-Employment Conditions**

1. Prior to employment, an applicant selected for this position must satisfactorily complete a drug and/or alcohol screening test and physical examination to determine if an applicant is physically capable of meeting the essential functions of the job.
2. Background and prior employment verification will be performed on the applicant selected for this position.

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

**The Borough of East Stroudsburg is an Equal Opportunity Employer.**