


POSITION DESCRIPTION
RECYCLING CENTER OPERATOR

Date of Last Revision: May 2024

	DEPARTMENT	Public Works		
	REPORTS TO	Recycling Center Coordinator		
	FLSA STATUS	Non-Exempt		
	POSITION TYPE	Part-Time	PAY GRADE	

POSITION OVERVIEW

Under the general supervision of the Recycling Center Coordinator, the recycling center operator assists and educates Recycling Center customers on the proper location and disposal of their wastes and assists the other Recycling Center staff. Opens and operates the Paintcare, E-Waste, Furniture, Sharing, and tire-redemption buildings. Operates loader or scale house during other staff members' absences. Mows and cleans the grounds and facilities.

ESSENTIAL JOB FUNCTIONS

- **Service:** Works with Recycling Center customers and staff to affect the transfer of solid wastes to third-party waste handlers; may complete minor repairs and maintenance on equipment and facilities; trains to back-up staff in solid waste facility operations; greets and directs public to disposal areas; may operate scale; may collect fees in association with the use of the center.
- **Teamwork/Coordination:** Works cooperatively with all staff to prioritize and complete assignments; provides constructive input to the Public Works Department staff discussions and actively participates in group issue identification and resolution.
- **Technical:** Utilizes knowledge of state and federal environmental laws to prevent disposal of dangerous or illegal materials; may use power and hand tools in general maintenance work; may perform minor repairs and preventative maintenance on facilities; follow standard safety procedures and regulations.
- **Administrative:** Reports tasks accomplished verbally or on written work order; may maintain records of recycled materials and user activity; completes forms and logs as requested by staff; may complete service requests for repairs and service on vehicles and equipment.

ADDITIONAL JOB FUNCTIONS

- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- The use, operation, and maintenance of manual and powered hand tools.

SKILLS in:

- The operation of equipment over rough, slippery, and difficult terrain.
- Prioritizing work and exercising independent judgment, wisdom, and common sense within established procedures, guidelines, and rules.
- Record keeping/file maintenance, analytical, and prioritization.
- Time management, organizational, and multi-tasking.
- Interpersonal, verbal, and written communication for interaction with taxpayers, town employees, other government officials and the general public.

ABILITY to:

- Follow oral and written instructions.
- Develop work methods and procedures with initiative and good judgment and to use resourcefulness and tact in meeting new challenges.
- Analyze situations quickly and objectively and determine proper course of action.
- Handle confidential material and information in an ethical, professional manner.
- Maintain a positive working relationship with staff at all levels, including senior management and elected officials.
- Work effectively under deadlines.
- Demonstrate good customer service skills with the ability to problem solve complaints.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise, and accurate reports either orally or in writing.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Proven ability to apply common sense understanding to carry out detailed written or oral instructions.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- High School diploma
- Satisfactory pre-employment drug test

LICENSES AND CERTIFICATIONS

- Certification by Connecticut Department of Environmental Protection as Operator of Solid Waste Facility, or ability to attain certification within 24 months of hire date.

ENVIRONMENTAL AND PHYSICAL DEMANDS

This position is one of physical labor that may involve equipment operation. The employee will be required to pass a pre-employment drug test.

The employee must be able to:

- Stand, walk, lift, reach, bend, and squat in the performance of job duties,
- Sit for periods over one hour,
- Regularly lift and/or carry objects or materials weighing 25-50 pounds,
- Tolerate frequent exposure to extreme weather conditions, including heat, cold, rain, and snow, for periods above one hour.

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.

POSITION DESCRIPTION ACKNOWLEDGEMENT

POSITION TITLE: Recycling Center Operator

DATE RECEIVED:

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Department Head

Date

First Selectman

Date

Human Resources

Date