

CONVENIENCE CENTER OR RECYLCE CENTER WORKER

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate semiskilled work supporting the County's convenience center operation, maintaining convenience center site, and assisting customers with separating household waste and recyclables; answers questions; does related work as required. Work is performed under regular supervision of the Public Works Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Checking vehicles entering the convenience center, verifying trash is household waste, maintaining site, assisting customers, and maintaining appropriate records and files, as requested.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Checks vehicles entering the convenience center, directs them to appropriate dumping area.
- Assists citizens with separation and discarding of household waste and recyclables.
- Performs routine inspections and minor maintenance on equipment.
- Cleans and maintains site.
- Monitors, receives and directs the placement of all incoming materials.
- Responds to inquiries from the public and other County employees; provides assistance on department policies, activities and procedures.
- Answers phone and directs callers, as appropriate.
- Checks and accounts for bags collected as part of community service duty, as requested.
- Records and maintains appropriate records and files.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the operation of a transfer station; thorough knowledge of necessary safety precautions; general knowledge of routine office practices; ability to operate light to heavy equipment such as compactor; ability to make arithmetic calculations; ability to establish and maintain effective working relationships with associates and the general public; ability to enforce solid waste ordinances and codes with firmness and tact.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through verbal communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibrations, hazards, oils, and atmospheric conditions. The worker may be exposed to bloodborne and airborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.