

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Recycling Center Operator  
**Department**: Environmental Services  
**Revised** : August 2013

**Class** : Service Maintenance  
**FLSA** : Non-exempt

*This job description supersedes any prior description for the Recycling Center Operator classification.*

**GENERAL DESCRIPTION**

Skilled manual labor involving the use of acquired skills to operate a compactor, collect fees, operate a cash register, and organize recyclable materials. Supervision is received from the Recycling Operations Supervisor who reviews work through analysis of reports submitted and periodic conferences.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Maintains Recycling Center site, which may include sweeping and cleaning of the office area, general cleaning of the facility and grounds, painting and minor repairs, and mowing.

Assists the public in unloading refuse and recyclable materials from vehicles; places refuse materials on scales to obtain proper weight for collection of fees.

Collects fees for refuse weighed in accordance with the collection chart provided.

Balances the cash register and prepares and makes bank deposits.

Trains and monitors the work of part-time transient workers through the Community Services, Title V, and Work First Programs.

Prepares and maintains a variety of records, reports, and logs.

Operates a refuse compactor.

Answers questions and gives directions concerning the operation of site and proper recycling procedures.

Prepares an inventory of collection containers for assemblage and pick up.

**OTHER JOB FUNCTIONS**

Operates a County vehicle in collecting, loading, and transporting recyclable materials to a designated location which may involve lifting parcels in excess of 100 lbs. in the absence of the Recycling Maintenance Technician staff.

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to operate a trash compactor; ability to lift 65 lbs without assistance.

Ability to read and compare figures and written information carefully and accurately; ability to add, subtract, multiply, and divide.

Ability to make minor repairs and maintain the appearance of the Recycling Center site.

Ability to prepare and maintain records and reports.

Ability to communicate with co-workers and the public for the purpose of giving instructions and information.

Knowledge of local guidelines pertaining to compactor site operation and recycling.

Ability to work without close supervision.

### **PHYSICAL REQUIREMENTS**

Work in this class includes sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work includes both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

### **EXPOSURE CONTROL**

Work is likely to cause direct contact with blood or other body fluids to which universal precautions apply. Personal protective equipment should be available and worn.

### **MINIMUM EXPERIENCE AND TRAINING**

High School diploma or GED and one year of experience in a public service job; or an equivalent combination of education and experience. A valid driver's license is required.

**This job description does not create an employment contract,  
implied or otherwise.**