

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Recycling Technician II
Department: Environmental Services
Revised : August 2013

Class : Service Maintenance
FLSA : Non-exempt

This job description supersedes any prior description for the Recycling Technician II classification.

GENERAL DESCRIPTION

Skilled work in the operation of the Recycling Processing Center. Knowledge of the daily operation procedures, market requirements, safe and efficient operation of balers, glass crushers, loaders, and other necessary equipment is required. Work is usually performed under the supervision of the Recycling Operations Supervisor. This class is differentiated from the Recycling Technician I by a higher degree of skill, knowledge, mechanical ability, and independent judgment.

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.)

Plans, coordinates, and manages the separation of recyclable materials for compaction, storage, and shipment to market.

Provides public outreach by presenting educational programs in public schools and civic organizations, and in providing tours of the Recycling Processing Center.

Assists the Recycling Operations Supervisor with compiling data for various reports including the annual State report.

Checks recyclables brought into the Processing Center for contaminants and removes contaminants when found.

Checks market prices to determine what recyclables are to be shipped.

Separates various paper grades and loads into dumpster or baler, and stores material.

Bales steel cans and stores material.

Separates plastic PET/HDPE from colored HDPE or mixed plastic.

Notifies Recycling Operations Supervisor when materials are ready for shipment.

Performs minor repairs on equipment.

Supervises drop-off area and clean up as necessary.

Maintains weight reports, shipping invoices, and other necessary reports.

OTHER JOB FUNCTIONS

Maintains cleanliness of the Processing Center.

Operates a County vehicle in the collection, loading, and transporting of recyclable materials to a designated location in the absence of Recycling Maintenance Technician staff.

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Performs related duties as required.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of recycling and knowledge of the methods, tools, and materials that are to be recycled, and quality standards for raw materials.

Knowledge of the practices of operation of specialized equipment used for recycling.

Knowledge and ability to maintain equipment through proper checks of fluid levels, lubrications, belt tensions, etc.

Ability to speak publicly and present information effectively to various groups to impart knowledge and encourage recycling.

Ability to safely and efficiently operate equipment used in the recycling process including balers, bobcats, forklifts, etc.

Ability to organize work flow to produce the most efficient productivity.

Ability to interact and communicate well with the public.

Ability to detect needed repairs or maintenance work and take necessary action.

Ability to supervise community service employees, vocational workshop trainees, and other Recycling Technicians.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs. or less unassisted and weights over 65 lbs. with assistance. Work may include 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 will include operation of a motor vehicle. Employee may be exposed to hazardous materials.

Safety equipment in the form of gloves, goggles or glasses, and steel toed shoes may be required.

EXPOSURE CONTROL

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

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school or GED and two years of experience in operating heavy equipment or machinery, or experience in a warehouse or manual labor job; one year of supervisory experience is preferred. A valid driver's license is required.

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