

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

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

Class : Service Maintenance
FLSA : Non-exempt

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

GENERAL DESCRIPTION

Skilled work in the operation of a County truck in picking up recyclable materials from County Buildings, Recycling Convenience Sites, County Schools, and various other locations and transporting them to the Recycling Processing Center. Performs a wide variety of building and grounds maintenance and repair tasks as well as tasks involving the use of acquired skills to operate a compactor, bobcat, and forklift. 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.)

Collects, loads, transports, and unloads recyclable materials at a designated location which may involve lifting parcels in excess of 100 lbs.

Operates a County vehicle for long periods of time; completes and maintains a route log.

Inspects County vehicle daily including checking oil, water, power steering fluid, lights, etc.; washes and cleans truck interior and exterior.

Maintains Recycling Convenience Sites which may include sweeping and cleaning of office areas, painting, building, fence and gate repairs, spreading gravel, and spraying pesticides.

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

Operates a refuse compactor, bobcat, forklift, and lawn tractor as directed.

Answers questions and gives directions concerning the operation of the Convenience Site and recycling procedures.

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

OTHER JOB FUNCTIONS

Works at the Recycling Convenience Sites in the absence of the site operator; assists the public in unloading refuse and recyclable materials from vehicles; places materials on scales to obtain proper weight for collection; collects fees for refuse weighed in accordance with the collection chart provided.

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 maintain a valid driver's license.

Ability to operate a County truck in a safe and efficient manner.

Ability to be flexible with route collection in an effort to reduce mileage and maximize loads and to provide unscheduled Convenience Site coverage as directed.

Ability to operate a trash compactor and to lift 100 lbs without assistance.

Ability to read and compare figures and written information carefully and accurately.

Ability to add, subtract, multiply, and divide.

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

Knowledge of local guidelines pertaining to convenience center operation and recycling.

Ability to work without close supervision.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, running, bending, stooping, and lifting weights in excess of 150 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 may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to climb ladders, step over obstacles, step on and off machinery, etc. Work will include operation of a motor vehicle.

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

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school or GED and one year of experience in a public service job. A valid driver's license is required.

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