

**METRO WASTE AUTHORITY
POSITION DESCRIPTION**

RECYCLING TECHNICIAN

Incumbent's Name: Multiple Positions Department: Recycling
Title: Recycling Technician FLSA: Non-Exempt
Date: January 8, 2018 Reports To: Director of Recycling

PURPOSE OF POSITION

Performs physical labor and equipment operation and assists Recycling Center Operator in all recycling work. Separate, sort and process recyclable materials through customer interaction and equipment operation. Maintain and ensure a neat, orderly, and safe work site and operation at Metro Waste Authority Recycling Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. Duties and responsibilities are listed to reflect a sense of key priority. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Establishes a traffic flow and rotation for commercial, residential, and private customers using MWA's Recycling Centers.
2. Operates roll off truck, dump truck, skid loader, wheel loader, excavators with thumb attachment, snow plow, sander, fork lift, bailers and other specialized equipment used in recycling operations.
3. Screens loads for unauthorized materials and accepts or rejects loads for recycling.
4. Directs customers to proper unloading areas. Cleans up debris and litter by means of physical labor, gives related training and work instruction to helpers and temporary employees.
5. Uses basic shop tools such as grinders, drill press, compressor, impact wrench, floor jacks, and related tools in the maintenance of the worksite and equipment. Lubricates, maintains, and makes minor mechanical repairs of related equipment, repairing, and switching tires.
6. Sorts mixed materials into valuable commodities. Understands markets and applies operational methods to add value to materials.
7. Loads commodities on to trucks and trailers for shipping to market.
8. Maintains and repairs buildings, grounds, and premises of the physical facility to ensure the workplace is tidy, clean, and safe.
9. Performs heavy physical labor in lifting and carrying heavy objects, digging, shoveling, pushing, pulling, prying, dragging, loading and unloading, under adverse working conditions.
10. Provides courteous external and internal customer service according to MWA Customer Service standards.
11. Maintains recycling records for review and annual reporting. Completes daily reports as required.
12. Attends required trainings. Maintains industry certifications as needed.

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13. Understands the EMS policy and what it means to MWA. Understands how the position and job responsibilities impact the environment and seeks to identify areas in need of improvement. Recommends improvements through the Suggestion Box or to the EMS Core Team or the MWA Management Team in cases where does not have the authority to make improvements.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Position requires:

- Completion of high school or GED and three years of experience in the operation of motorized construction and maintenance equipment or an equivalent combination in which each additional year of experience may be substituted for one year of education.
- A valid Commercial Driver's License (CDL) allowing the operation of vehicles with airbrakes. (Tanker, and Hazmat) endorsements as required by Iowa Department of Transportation are preferred.
- A drug test and pre-employment physical. Subject to random alcohol and drug testing. Must maintain insurability standards.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Position requires:

- Outside work involving regular standing, walking, crouching, crawling, stooping, kneeling, pushing and pulling heavy objects up to 150 lbs, and carrying objects up to 70 lbs.
- Regular periods of sustained physical activities involving climbing, bending, stooping, controlling and adjusting the progress of machines and equipment, using appropriate body members (arms, hands, fingers, legs, etc.) to work, move, guide or place objects or materials, insert, throw, dump or place materials in container, or remove them from containers using either mechanized equipment or physical labor.
- Clarity of vision twenty (20) feet or more, good dept perception and field of vision in order to operate various kinds of public works motorized equipment, as well as eye/hand/foot coordination, manual and finger dexterity, acceptable hearing, and related cognitive abilities.

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Cognitive Demands

Position requires:

- Ability to correctly apply the basic materials, equipment, and processes used in the receipt, processing, and disposal of solid waste and composting materials.
- Working knowledge of the operating characteristics of facility equipment, potential hazards, and safety precautions.
- Working knowledge of hand and power tools used in the maintenance and repair of equipment facilities and premises.
- Ability to perform a variety of laboring and semi-skilled tasks in the operation, maintenance, and repair of equipment.
- Ability to follow written and oral directions.

Language Ability and Interpersonal Communications

Position requires:

- Basic human relations skills in talking and/or signaling people to convey basic program information.
- Receiving and acting upon the instructions or orders of another person.
- Ability to speak and read the English language.
- Ability to develop and maintain effective working relationships with temporary and permanent employees, supervisors, contract haulers, and the general public.

Environmental Adaptability

Position requires:

1. Work is performed in an environment with undesirable conditions: exposure to extreme heat and cold, odors, noise, dust, fumes, moving parts, electrical shock, burns and toxic agents.
2. Occupational hazards such as those generally associated with ongoing exposure to moving machinery/equipment leading to cuts, bruises, burns, strains, back injuries, and potentially more serious injuries.

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I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that the additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek.

Employee Signature

Date

Department Head

Date

Metro Waste Authority is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, Metro Waste Authority will provide reasonable accommodation to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.