

Recycling Center Attendant

Dept/Div: *Solid Waste*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs basic work serving as the transfer station and recycling center attendant. Work is performed under the limited supervision of the Land & Resources Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Greet and direct customers where to offload items for recycling and disposal.
- Calculate and apply appropriate fees to loads and collect check or credit card payments.
- Educate residents on which items are recyclable and proper disposal methods of varying waste types.
- Performs daily site inspections.
- Report transfer station activity to Pine County Solid Waste Department
- Ability to work day, evening, and weekend hours to support the operation of the facility.

Knowledge, Skills and Abilities

Basic knowledge of County and department policies, practices and procedures; general mathematical skills; general ability to communicate effectively both orally and in writing; general knowledge of standard tablet function; ability to work a flexible schedule.

Education and Experience

High school diploma or GED and minimal experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires pushing or pulling and lifting; work has standard vision requirements; 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; observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working in high, precarious places and exposure to fumes or airborne particles; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license.