

**Rutland County Solid Waste District
Job Description**

Title:	Recycling Program Operator
Department:	Operations
FLSA Status:	Full Time – Non-exempt
Pay Range:	As Determined by the RCSWD Board of Supervisors
Direct Supervisor:	Waste Reduction Program Manager
Indirect Supervisor:	District Manager
Adopted:	June 1, 2020

Job Summary: Energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of operational and administrative that support related tasks and able to work independently with little or no supervision.

Is responsible for the overall operations of recycling center at the regional transfer station. This includes accepting the following items: MSW, plastics, food waste, tin/aluminum, cardboard, paper, new paper, magazines, glass, white products, tires, etc. This position will be able to work and fill in at all positions including HHW when needed.

The individual will also serve in a positive public relations role for the District with the general public in answering inquiries and providing information, consistent with district policy and state law.

Supervision Received: The Recycling Program Operator receives direct supervision from the Waste Reduction Program Manager and indirect supervision from the District Manager.

Supervision Provided: None

Evaluation: Employee Worker performance will be evaluated at least annually by the respective Supervisor.

Essential Job Functions

Duties include but are not necessarily limited to:

Administrative

- Opens recycling center at the transfer station by 7:00 a.m.
- Answering the telephone and responding to general inquiries.
- Assist customers in obtaining an annual permit to use the transfer station.
- Verify materials disposed and process sales without errors.
- Must be able to add, subtract, divide, and multiply numbers.
- Must be able to operate point of sales computers.
- Operate a cash draw/register without errors.
- Accepting sales for services, providing change, cashing out, preparing, and making daily bank deposits and completing daily reports without errors.

- Performs general maintenance as needed (i.e. cleaning, shoveling, sweeping, painting, raking, etc.).
- Must be familiar with personal protective equipment (PPE) and workplace safety practices.
- Keep work areas cleaned, sanitized, and organized.

General Recycling

- Assist customer drop offs of recyclables, MSW, cardboard, glass, food waste, computer and e-cycles, tires, freon goods, white products, books, and other items.
- Assist customers by educating them in what is needed for each recyclable.
- Verify customers permit status.
- Oversee assistant part time staff operations.
- Manage vehicle and customer traffic in a safe and orderly manner.
- Call in for box and tire, e-waste, glass, cardboard trailer pulls and other waste streams.
- Call in when white products need to have freon removed from items.
- Measure recyclables and record numbers, as needed.
- Assist in coordinating transport of recyclables to vendors, document results in logbook.
- Visually inspect vehicles and equipment for damage and follow up on required scheduled service or repairs.
- Assist in closing and securing recycling center at the end of the day.

Training

- Forklift Refresher
- CPR & First Aid
- Hazard Communication
- Personal Protective Equipment

OTHER DUTIES in areas such as (but not limited to):

- This position requires one that demonstrates a go-getter attitude and initiative to do exceptional work correctly and expeditiously.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Inventory all equipment/vehicles, document in a logbook all use, maintenance, repairs, schedule maintenance.
- A strong desire to improve service to internal and external customers and a high level of personal creativity, initiative, and enthusiasm to work in a constantly improving organization.
- Works with vendors associated with various programs.
- Train, coach, mentor additional staff to do the job.
- Create a positive work environment and image for the district.

- Be able to fill in with any position at the transfer station when needed.
- Assist the program manager in developing and implementing a job procedures manual and keep it current at all times.
- Participate in organizational meetings, events, and performing various duties as assigned that support the organization.
- Other relevant duties assigned by the District Manager.

Knowledge, Abilities, and Skills

- Ability to communicate effectively both orally and in writing.
- Ability to exercise sound judgment and good decision-making.
- Ability to follow direction, and organizational policy and procedures.
- Ability to assist Transfer Station and district customers in an efficient and courteous manner.
- Ability to be trained in and obtain a complete understanding, adherence and commitment to the District safety program.
- Ability to learn and manage the District's scale software system on the computer, make changes, and record the types and amounts of waste across the scales, as well as obtaining a VT Weighmaster's License.
- Attention to detail and problem-solving skills are required.
- Ability to operate a cash register, and accurately add the cost of items and return change to customers without errors.
- Ability to add, subtract, multiply and divide numbers accurately.
- Ability to interact and maintain cooperative relationships with employees, customers, municipalities, haulers, schools, businesses, Board Supervisors, regulatory agencies, and members of the solid waste community.
- Must have mechanical skills.
- Ability to sweep, clean, shovel and maintain scale and work area.
- Must have skills in operating equipment and vehicles at the transfer station.

Minimum Qualifications: Recycling Program Generalist must have a high school diploma or equivalent, reliable transportation, a clean driving record and a demonstrated ability to operate heavy equipment. The position requires the ability to work well with the public, work independently without direct supervision, complete and maintain reports and records and the ability to move and manage heavy wheeled/non-wheeled containers and operate a pallet jack. Computer experience is necessary.

Physical Requirement/Work Environment

	Frequency
	(N) Never.
	(O) Occasionally
	(F) Frequently

Physical Activities	<i>(C) Constantly</i>
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	O
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important, if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	F
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles	O
Crouching: Bending the body downward and forward by bending leg and spine.	F
Crawling: Moving about on hands and knees or hands and feet.	O
Reaching: Extending hand(s) and arm(s) in any direction.	F
Standing: Remaining upright on the feet, particularly for sustained periods of time	F
Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	F
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	O
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	O
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.	O
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.	O
Grasping: Applying pressure to an object with the fingers and palm.	F
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	F
Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.	F
Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.	F
Repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers	F
Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	O
Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires	F

exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.	
Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	F
Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	O
Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	N
The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.	O
The worker is required to have visual acuity to perform an activity such as operating machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; performing mechanical or skilled trades tasks of a non-repetitive nature such as ones by carpenters, technicians, service people, plumbers, painters, mechanics, etc.	O
The worker is required to have visual acuity to operate motor vehicles or heavy equipment.	O
The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures	C
The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.	O
The worker is subject to outside environmental conditions: No effective protection from weather.	F
The worker is subject to both environmental conditions: Activities occur inside and outside.	O
The worker is subject to extreme cold: Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.	O
The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity	O
The worker is subject to noise: There is sufficient noise to cause the worker to shout	O
The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.	N
The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.	O

Moving about to accomplish tasks or moving from one worksite to another	O
The worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work).	O
Worker is required to wear personal protective equipment, such as gloves, boots, face shield, eye protection, long pants, apron, gloves, reflective vest, etc.	F

These guidelines are to assist with nondiscriminatory job descriptions. The Americans with Disabilities Act of 1990 defines a "qualified individual with a disability" as one who

(1) "possesses the prerequisites for the position (education, skills, experiences, license, etc.) and (2) "can perform the essential functions of the position with or without reasonable accommodations." Although ADA does not require written job descriptions, the regulations for Title I indicate that a job description written prior to advertising or interviewing applicants for the position can be one form of evidence of essential functions.

Additional Information

RCSWD will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information.

Disclaimers

The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirement may be assigned, with or without notice, at any time.

In times of declared Statewide emergencies, it is the practice that the solid waste management industry personnel are deemed essential workers and required to continue to work.

Equal Employment Opportunity

RCSWD is an equal employment Opportunity employer

Addendum A: Annual Personnel Acknowledgement

I, _____ acknowledge that:

(print name)

- A. I received a copy of the RCSWD's job description for Recycling Program Operator on the below indicated date.

- B. I have been given an opportunity to ask questions about said job description and I have been provided with satisfactory information in response to my questions.

- C. I understand that the language used in this job description is not intended to create, nor should it be construed to create, a contract of employment between myself and the District.

- D. I acknowledge that the District reserves the right to add, amend or discontinue any of the provisions of this description for any reason or none at all, in whole or in part, at any time, with or without notice.

- E. I acknowledge that I understand RCSWD's job description and I agree that I will comply with all its provisions.

Employee's Signature

Date

cc: Employee Personnel File