

Recycling Technician

There is currently a full time M-3 Recycling Technician job in the Waste Management Department. The starting salary for this position is \$39,849. Applications for this bid will be received in the Human Resources Office no later than the close of business on July 21, 2011

The discretion of the Beaver County Commissioners will determine when the position will be filled.

GENERAL DESCRIPTION OF DUTIES

This is responsible work overseeing the County's recycling efforts and recycling center operations. Work includes coordinating recycling efforts and educating the public, townships, boroughs and commercial/institutional establishments regarding recycling. Work also involves operation of trucks, forklifts, and related equipment to load and haul recycled materials. Work is performed under the general supervision of the Director of Waste Management. Performs related work as directed.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Provide site maintenance including buildings and grounds; maintains and repairs vehicles and equipment; performs general carpentry work such as building steps and railings for recycling containers and worm composting bins; may perform some minor electrical work.

Empties recycling boxes with roll-off truck; hauls processed materials; loads tractor-trailer with forklift.

Educates the public, townships and boroughs and commercial/institutional establishments on county recycling programs; coordinates and explains what materials and how materials are to be recycled; attends class rooms, fairs and recycling events.

Develops and implements recycling drop-off programs; coordinates brush and recycling sites; organizes trailers and boxes for recycling sites.

Trains, assigns and inspects the work of part-time workers, seasonal and juvenile helpers assigned to the recycling program; and hauler's license program.

Washes, paints and greases recycling containers and vehicles.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Tows trailer for the animal-bedding program.

Performs related duties as directed.

Recycling Technician

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by up to one (1) year previous experience and/or training involving waste management; or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

A valid Pennsylvania State Driver's License. Class **B** CDL required, or higher.

Must pass Recycling Test Examination, with a score of 80% or higher.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert physical effort; which may involve some lifting, carrying, pushing and/or pulling of objects and material. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed with exposure, at times, to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Attendance: Regular attendance is required

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.