

TOWN OF RICE LAKE

TITLE OF POSITION: Recycling Attendant

IMMEDIATE SUPERVISOR: Town Chairman/Town Board

POSITION IN BRIEF: This position involves operation and maintenance of the Town of Rice Lake's recycling center. This is a part time position and is under the supervision of the Town Chairman or Town Board. The recycling attendant is expected to maintain the recycling center in a neat and orderly fashion, maintain weight records of certain materials collected, and assist the public. The recycling attendant must exercise independent judgment and perform tasks in the absence of supervision. The employee is expected to perform the job functions in a professional and workmanlike manner. As an employee of Town government the employee is expected to be courteous at all times.

SECTION A: QUALIFICATIONS

ESSENTIAL KNOWLEDGE OF

- Basic knowledge of recycling guidelines.
- Basic knowledge of equipment used in sorting, weighing, packaging and crushing certain materials collected.

ABILITY TO

- Perform heavy physical tasks under varying working conditions and the ability to lift 50 pounds on a regular basis.
- Operate, service and make minor repairs and adjustment to recycling equipment.
- Communicate effectively both in writing and orally.
- Read, interpret and apply provisions of rules, regulations, policies, procedures, guidelines and laws (State, County, and Local) and to utilize the descriptive data and information.
- Work pleasantly, impartially, honestly and effectively with the general public, Town officials, co-workers, etc.
- Follow complex oral and written directions.
- Make decisions in accordance with laws, regulations and established procedures.

EXPERIENCE, TRAINING, AND GENERAL REQUIREMENTS

- Graduation from an accredited high school or GED.
- Must be available Monday afternoons and Saturday mornings.

SECTION B: ESSENTIAL DUTIES/RESPONSIBILITIES

This position description has been prepared to assist in evaluating duties, responsibility and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

- Maintain posted hours. Attendant is to be on location at all times when the Recycling Center is open. The doors will be shut and locked whenever the center is closed.
- Maintain the recycling center property in a neat and orderly fashion. To contain refuse in appropriate designated areas and receptacles.
- Sort all recyclables into the various receptacles or storage bins, and keep a weight journal of all paper and cardboard.
- Contact contracted vendors as needed to remove materials when receptacles are full or as needed.

- Deal with the public in a helpful, courteous and professional manner and to educate the public of the proper submission of recyclables.
- Assist the public with unloading of materials to expedite the flow of traffic.

SECTION C: PHYSICAL REQUIREMENTS IN PERFORMING TASKS LISTED

The performance of routine tasks requires a capacity to intermittently sit, stand, walk, bend and lift moderately heavy (50-100 pounds) objects.

SECTION D: WORK ENVIRONMENT

Work is performed indoors, but temperature may be cool or hot depending on weather conditions due to doors being frequently opened. The noise level in the work environment can be quite loud when crushing equipment is in operation and the use of ear protection is recommended.

SECTION E: EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS

Scale and tin can crusher. Cardboard baler. The tasks to be performed may also require use of the telephone, and record keeping may require use of desktop calculator.

SECTION F: HOURS OF WORK

Regular work hours are Monday from 12:00 p.m. to 6:00 p.m. and Saturdays from 8:00 a.m. to 12:00 p.m. If a holiday is celebrated on a scheduled work day, the recycling center will be closed and employee receives no pay.

SECTION G: WAGES AND BENEFITS

Hourly wages shall be set by the Town Board based on experience and qualifications. No benefits are provided for this position.

GENERAL COMMENTS ON POSITION DESCRIPTION

This job description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of jobs, duties, responsibilities, and/or essential functions. The Town retains and reserves the right to change, modify, amend, add, or delete from any section of this document as it deems in its judgment to be proper.

The Town is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.