

Clinton County Solid Waste Authority
Wayne Township Landfill
Job Description

POSITION TITLE:	CLASSIFICATION:	DEPARTMENT:	REPORTS TO:
Recycling Processor	Hourly Non-Exempt	Environmental	Recycling Foreman

Purpose:

Responsible to perform the daily physical operations of the recycling program.

Essential Duties and Responsibilities:

Perform daily recycling and materials processing.

Assist with daily inspection, routine maintenance, housekeeping and daily reports.

Operate all authority owned recycling equipment, including but not limited to: collection vehicles, loader, baler, can flattener/sorter, and all future equipment purchases.

Report and record maintenance history of all breakdowns, servicing, repairs, and daily routine maintenance of all recycling equipment.

Follow scheduled collection routes and possess a thorough knowledge of Clinton County streets and roads.

Handle customer questions and complaints in a cooperative manner, while meeting the objectives of the program.

Assist with all assigned record keeping for the recycling program and other activities, including computer records.

Ensure all tools and equipment are secure and in good working order and appearance, including repainting.

Must attend all assigned workshops, trainings, etc.

Practice workplace safety.

Foster positive company/employee communication.

Any other task or duty as assigned or required by Management and/or Board of Directors.

Knowledge and Skill Requirements: Requires a valid **Class “A” Commercial Driver’s License (CDL)**.

Must possess high school diploma or GED or show sufficient ability to perform essential job duties.

Must stay proficient in applications as technology progresses, and implement new technology as it is developed.

Physical Demands and Working Environment:

Constant exposure to electrical, chemicals, fumes, moving parts and equipment in both heat and cold extreme weather conditions.

May be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin irritation.

Must be a self-starter and self-motivator.

Must be able to work independently as well as in a team setting.

Working hours are subject to the demands of the job and may frequently extend well beyond the normal workweek.

Must possess judgment skills and ability to make sound decisions.

Must possess effective communication skills.

Must be able to understand, speak and write the English language.

Must be able to deal very well with the public.

Must adhere to the on-site safety plan and occupational practices to ensure the safety of employees, customers, and visitors.

Requires medium to heavy physical strength.

Physical demands require frequent sitting, standing, walking, talking, hearing, and eye/hand/foot coordination. Frequent lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, and reaching.

January 20, 2012