



Monterey Regional Waste Management District

Job Description

Position:	Recycling Attendant	Department:	LCM
Position Status:	Full Time/Non-exempt	Bargaining Unit:	LSC Unit
Reports to:	LCM Supervisor	Revised:	July 2017

DEFINITION

Under supervision, perform a variety of duties to support the District's recycling operations and assist and direct the customers at the recycling drop-off (Z-Wall) station, CRV buy-back center or Last Chance Mercantile department (LCM) and to maintain the safety and appearance of the area.

DISTINGUISHING CHARACTERISTICS:

This is an entry-level position and equivalent level to the Sales Assistant in the LCM department. Incumbents are assigned to perform physical labor tasks, such as separate, sort, stock, clean recyclable materials from the waste stream.

ESSENTIAL FUNCTIONS

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.

- Inspection and measurement of recyclable materials for CA Redemption Value (CRV) payout in accordance with the California Beverage Container Recycling Program.
- Assisting customers with handling recyclable material.
- Inspecting loads to determine CRV eligibility.
- Weighing or counting eligible containers, and preparing customer receipts.
- Cleaning collection containers.
- Facility housekeeping (including overall cleanliness of Buyback center and immediate area).
- Speak English sufficient to assist customers as needed and follow direction from supervisor.
- Work safely and follow safety rules and protocols.
- Perform all Sales Assistant duties as needed, i.e., act as back-up for Sales Assistant as needed.
- Adhere to an assigned work schedule and meet District attendance standards.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees. Must show cooperation and respect to fellow employees and supervisors at all times.

DUTIES AND RESPONSIBILITIES

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices.

Assists the public in the correct disposal of material brought to the recycling drop-off station; inspects loads to confirm that materials are recyclable; prohibits dumping of contaminating material such as trash, wood, paint, tires,

etc.; directs the public to appropriate operation for disposal including Scales, Last Chance Mercantile, and Household Hazardous Waste Collection Facility; intercepts reusable items for sale at the resale facility before they are dumped into the roll-off boxes; ensures safe use of facility by providing traffic control, prohibits the public from climbing into roll-off boxes, ensuring that children and pets stay inside the vehicles, and supervising the safe unloading of recyclables; provides general information about recycling and distributes appropriate written material about recycling; maintains clean and safe area by sweeping pavement, removing broken glass and tripping/slipping hazards; may clean and prepare items for resale. The Recycling Attendant will perform the duties of the Sales Assistant, as needed.

QUALIFICATIONS

Knowledge of:

- Knowledge of recyclable materials and grading levels.
- Safe work practices, procedures and Personal Protective Equipment (PPE).

Ability to:

- Identify unsafe practices, situations and behavior.
- Read, write and speak in English at the level required understand and carry out oral and written directions and assist customers.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Support the goals and objectives of the District.

Training, Education and Experience

Any combination of training, education and experience which would likely provide the required knowledge and abilities is qualifying, such as Sales Representative or Assistant in retail industry. High School Diploma desired.

Special Requirements:

- Must maintain a valid California Driver's License Class C

TYPICAL WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands - Frequently stand and walk for 3-4 hours at a time; ability to grasp with both hands, stoop, kneel or crouch, bend/twist at waist to pick up or move materials or objects; physical ability to perform heavy physical labor; lift and move objects weighing up to 25 pounds without assistance and 50+ pounds with assistance; perform simple and power grasping, pushing, pulling, normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

Mental Demands - While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in verbal form; learn and apply new information or skills; complete work-related forms, documents, perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; interact with all levels of District management and personnel, and the public.

Work Environment

Normally work is performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to exposure to dirt, dust, fumes, noise, garbage, foul odors; moderate exposure often works around moving vehicles and equipment; constant contact with staff and the public.