



Monterey Regional Waste Management District

Job Description

Position:	Resource Assistant	Department:	Materials Recovery Facility
Position Status:	Full Time/Non-exempt	Bargaining Unit:	LSC Unit
Reports to:	MRF Supervisor/Assistant MRF Manager	Revised:	June 2017

DEFINITION

Under supervision, to perform a variety of unskilled manual laboring tasks in the Materials Recovery Facility (MRF) and District disposal site; to sort and separate materials for recycling MRF tip floor, sort line or as assigned and to perform other tasks as assigned.

DISTINGUISHING CHARACTERISTICS:

This is an entry -level position and is one level below the Resource Associate. Incumbents are assigned to perform physical labor tasks in support of MRF operations and separate and/or sort recyclable materials from the waste stream.

ESSENTIAL FUNCTIONS

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.

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.

- Visually monitor and manually pull material from the sort line in accordance with standard operating procedures.
- Manually pull recyclable material off tip floor or as assigned, sort by type and deliver to appropriate location.
- Clean materials for recycling and reuse as directed.
- Follow standard operating procedures and all safety rules and protocols.
- Adhere to an assigned work schedule and meet District attendance standards.
- Performs a variety of unskilled manual tasks primarily involving physical strength, dexterity and coordination.
- Separates materials such as tires, mattresses, wood, glass, metals, etc. from waste materials for recycling or reprocessing.
- Assists in loading and unloading trucks.
- May clear and clean landfill site, recycling centers and landscaped areas.
- Perform other duties as assigned.
- 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.

QUALIFICATIONS

Knowledge of:

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

Ability to:

- Work independently to accomplish assigned tasks with broad general instructions.
- Perform heavy physical labor requiring strength, dexterity, and agility.
- Understand and carry out oral and written directions.
- Read and write at the level required for successful job performance.
- Support the goals and objectives of the Landfill and the District.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Ability to work safely without presenting a threat to self or others.
- Support the goals and objectives of the Landfill and the District.

Training, Education and Experience

- Any previous work experience performing manual labor.
- High School Diploma desired.

Special Requirements:

- Pass a pre-employment physical examination including drug testing and pre-employment assessment of safe work capacity in relation to the essential job functions of the position and other safety equipment when necessary.
- Acquire and maintain safety certifications as required.
- Adhere to related Federal, State, and Local safety laws and/or regulations.
- Wear and use proper and appropriate safety clothing and equipment.
- Work overtime, weekends and holidays, as assignments require.
- Work under such adverse conditions as inclement weather, heat, dust, chemicals and noise.
- Work in confined spaces.

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; often works around moving vehicles and equipment; constant contact with staff and the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print