



Monterey Regional Waste Management District

Job Description

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

DEFINITION

Under supervision, provides lead direction, supervision and work coordination for MRF Resource Assistant; performs a variety of unskilled/specialized manual laboring tasks in the Materials Recovery Facility and District disposal site. The MRF Resource Associate will assist in sorting and separating materials for recycling on site, tip floor, or conveyor line and perform other job related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a working lead level class. This position is distinguished from a MRF Resource Assistant in that the Resource Associate provides supervision to the MRF Resource Assistants in performance of their assigned duties; the ability to work independently and accomplish various assignments while being given broad general instructions; the ability to operate fixed equipment and coordinate the work of other employees in order to maintain a consistent and constant flow of material; the ability to perform work assignments that require specialized skills.

ESSENTIAL FUNCTIONS

- Constant standing/walking.
- Manually pull material off conveyor for recycling.
- Manually pull material off tip floor.
- Clean materials for recycling and reuse.
- Follow instructions given by Supervisor.
- Maintain cooperative working relations.
- Work safely and follow training protocols.
- Must be able to communicate in English effectively (verbal and written).
- Provide lead direction to the MRF Resource Assistant.
- 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.

SUPERVISORY RESPONSIBILITIES

The incumbent in this position provides lead direction and work coordination for the MRF Resource Assistant.

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.

- Performs a variety of unskilled and/or specialized manual tasks primarily involving physical strength, dexterity and coordination.

- Lifts and moves heavy objects.
- 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.
- May be assigned to operate light trucks, provide lead direction and work coordination for MRF Resource Assistant employees; operate the controls for MRF fixed equipment; may assist in controlling traffic in the MRF tip floor, and may also be assigned to operate the wood yard grinder.

Based on operational needs and demonstrated skill sets, a Resource Associate may also be designated to perform assigned tasks for the wood yard grinder operation. The Resource Associate designated by the department manager to operate the wood yard grinder must meet the following requirements:

- Must pass fitness-for-duty medical examination on an annual basis, pursuant to T8CCR, Section 5144, Appendix C, OSHA Respirator Medical Evaluation Questionnaire [Mandatory].
- Must meet requirements for respirator fit testing and remain eligible to wear NIOSH-certified air-purifying respirator, pursuant *T8 CCR, Section 5144, Appendix A, Fit Testing Procedures [Mandatory]*. Employees cannot have facial hair that interferes with the face-to-facepiece seal during the fit testing procedures and while required to wear the respirator.
- Must be physically able to wear NIOSH-certified air-purifying respirator.
- Demonstrate the ability to operate and sort on the wood line while maintaining material flow, keeping undesirable material from entering the grinding rotor, and monitor the grinding process throughout the system.

QUALIFICATIONS

Knowledge of:

- Safe work practices, procedures and Personal Protective Equipment (PPE).

Ability to:

- Frequently stand and walk.
- Work safely and apply safety policies and work procedures.
- Adhere to an assigned work schedule, adjust working hours to include early evenings and/or Saturdays if necessary and meet District Attendance Standards.
- Ability to supervise work of the Resource Assistant.
- Work independently and accomplish various assignments while being given broad general instructions.
- Perform work assignments that require specialized skills beyond unskilled manual tasks or knowledge.
- 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.
- Maintain good public relations with those contacted during work assignments.
- Establish and maintain cooperative working relationship.
- 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.

Training, Education and Experience

Any combination of training, education and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Any previous work experience performing the Laborer I duties outlined, effectively and efficiently.
- 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 including the requirements to wear respiratory protection and other safety equipment when necessary.
- Possess and maintain a safe driving record and driving habits for ongoing insurability to drive District vehicles.
- 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; ability to stoop, kneel or crouch to pick up or move materials or objects; physical ability to perform heavy physical labor; lift and move objects weighing up to 50 pounds without assistance and heavier objects 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 both written and verbal form; learn and apply new information or skills; 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.

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