Job Description

<table>
<thead>
<tr>
<th>Position:</th>
<th>MRF Associate Operator</th>
<th>FLSA Status:</th>
<th>Non-Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Material Recovery Facility (MRF)</td>
<td>Bargaining Unit:</td>
<td>Operations Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Assistant MRF Manager/MRF Supervisor</td>
<td>Revised:</td>
<td>January 2018</td>
</tr>
</tbody>
</table>

DEFINITION

Under general supervision, operates a variety of equipment, including sort line, baler and forklift and performs a variety of tasks in support of the Material Recovery Facility operation. This position is responsible for directing workflow and providing lead direction to MRF operations staff to ensure quality, productivity and efficiency standards are met.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are responsible for operation of stationary equipment and forklift and coordinating the day-to-day workflows of the Materials Recovery Facility (MRF). The incumbent is responsible for ensuring quality control for materials is adequate for market conditions and marketing of materials and coordinating logistics for product transportation. Incumbents work independently to accomplish various assignments, provide lead direction to Resource Assistants and Resources Associates and perform the functions of the Resource Assistant and Resource Associates, as needed. An incumbent in this classification is expected to perform work unusual shifts, weekends, evenings, holidays, and be on-call as needed.

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.

- Must be able to regularly work near or around high-powered magnets, as there are six such magnets inside the MRF building, which prohibit persons with pacemakers to be near or around them.
- Operate MRF line equipment, baler and forklift to process materials in a safe manner.
- Operate the wood sort line/grinder, including maintaining material flow, keeping undesirable material from entering the grinding rotor, monitor the grinding process throughout the system and perform minor troubleshooting as needed to maintain optimal performance of the system.
- Coordinate department workflows to ensure quality, productivity and efficiency standards are met.
- Manually sort materials from sort lines or tip floor. Must be able to grade materials.
- Record materials or items received or distributed and mark materials with identifying information. Maintain inventory records.
- Perform daily pre and post inspections and complete reports for all units that were used.
- Perform routine maintenance and daily inspection on equipment such as lubricating, fueling, and cleaning.
- Ensure material is being fed properly onto conveyor.
• Start baler on time, read monitor and respond to alerts and prompts, troubleshoot errors to ensure efficient operations.
• Monitor and document production downtime.
• Maintain appropriate stock of materials to maintain department efficiencies, i.e., baler wire, etc.
• Unloads, tags, and stacks material in proper rows by raising and lowering lifting device.
• Loads or unloads materials into or out of trailers and railcars.
• Move material from baler.
• Dump containers/bins of materials.
• Read loading, unloading sheets and bills of ladings.
• Complete necessary load and unload tally sheets.
• Inspect and grade wastepaper that is received at plant.
• Perform quality checks of baled materials and validate quality standards are met prior to shipping.
• Is designated MRF Bloodborne Pathogen (BBP) Responder.
• Comply with all safety policies and procedures.
• Must be able to communicate in English (verbal and written).
• Adhere to an assigned work schedule and meet District attendance standards.
• Must demonstrate cooperation and respect to fellow employees and supervisors at all times.
• All District positions require the employee to provide good customer service to both internal and external customers.
• Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS

License or Certificate:
Possession of a California Drivers’ License required. Forklift certification required within 60 days of hire or promotion.

Education and Experience:
High School Diploma or GED is desired. At least two (2) years of similar work experience in a manufacturing, warehouse or similar work environment. Forklift experience a plus.

Special Requirements:
• Must 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.
• Must possess and maintain a safe driving record and driving habits for ongoing insurability to drive District vehicles.
• 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 available to work overtime, weekends and holidays, as assignments require.
- Must be able to work under such adverse conditions as inclement weather, heat, dust, chemicals and noise.
- Must be able to work in unsanitary environment, handle garbage, tolerate foul odors.
The following generally describes the knowledge and abilities required to successfully meet the expectations of the position:

**Knowledge of:**
- Forklift operation and basic manufacturing line functions, operation and troubleshooting.
- Basic computer terminology and operation
- Quality control and material grading and concepts.
- Correct English usage, spelling, grammar, and punctuation. Bilingual English/Spanish skills a plus.
- Recordkeeping methods and practices.
- Basic mathematics.

**Ability to:**
- Exercise safe work practices.
- Learn the purposes, methods, practices, procedures, and recordkeeping requirements of the District Last Change Mercantile.
- Ability to work independently and accomplish various assignments while being given broad general instructions;
- Ability to operate forklift and other fixed equipment and coordinate the work of other employees.
- Understand basic mathematical concepts of addition, subtraction, multiplication and division and accurately applies them to the essential job functions for satisfactory job performance.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals, written instructions, receipts, labels, tally sheets, etc.
- Ability to write routine forms, reports, labels, tally sheets, etc.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply sound judgement in a variety of circumstances with or without specific instructions. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to multitask.
- Ability to provide training and guidance to other employees.

**PHYSICAL AND SENSORY REQUIREMENTS**
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** – Sit for 2-3 hours at a time while operating a forklift; constant turning of neck from side to side and behind both shoulders while operating forklift; frequently stand and walk on flat and uneven surfaces, steps and ladders; occasionally bend at waist to pick up or sort materials from ground; frequently lift, pull, push reach and/or move up to 50 pounds; vision sufficient to read printed material and/or manuals, depth perception and peripheral visions to see surrounding areas while operating heavy equipment, visual color discrimination; hearing sufficient to conduct in person and telephone conversations; physical agility to push/pull, squat, crouch, kneel, twist, turn, bend at waist, stoop and reach overhead; physical mobility sufficient to move about the MRF and District grounds; manual dexterity and hand-eye coordination sufficient to use operate heavy equipment; write, use telephone, computer, business machines and related equipment.

**Mental Demands** - While performing the duties of this class, employees are regularly required to use oral communication skills; read and interpret data, information and documents; work in noisy environment with high activity; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with
constant interruptions; work under deadlines and 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 dirt, dust, fumes, grease, oil, noise, garbage, foul odors; moderate exposure to electrical current and energy; constantly 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