

JOB TITLE: Recycling Assistant

DEPARTMENT: Recycling/Solid Waste

HOURS WORKED PER WEEK: 35

WAGE/SALARY: Full Time, Level 5 Position, \$13.09 per hour probationary rate

PURPOSE OF JOB: To assist in operation of Community Recycling Center and other collection programs operated through the Elk County Solid Waste Authority.

SUPERVISOR: Elk County Recycling / Solid Waste Coordinator. Immediate supervisor is recycling center manager

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES:

- Open and close the Recycling Center
- Sort recyclable materials at Elk County Community Recycling Center
- Organize volunteer workers
- Assist in providing clerical support including phone backup, filing, correspondence, reports, and other record keeping as necessary
- Assist residents in unloading recyclables from vehicles
- Operate balers
- Operate fork lift and Skid Steer
- Load and unload trucks
- Perform all duties that may arise to efficiently and safely maintain and operate the Elk County Community Recycling Center
- Sort materials on sort line from roll-off containers as required
- Perform work related to weekly oil-based paint and pesticide collection
- Perform work related to electronics recycling collection
- Perform work and assist with implementation of other recycling-related special projects when needed
- Perform monthly maintenance on equipment
- Any and other duties as assigned

QUALIFICATIONS:

- Valid Pennsylvania driver's license
- High school diploma or equivalent
- Ability to work evenings and weekends
- Ability to learn job tasks through on the job training
- Ability to work without direct supervision
- Ability to communicate with the public
- Ability to work with a volunteer staff
- Ability to lift at least 40 pounds