

City of Centerville Job Description

Job Title: Recycling Center Worker
Supervisor: Director of Operations
Department: Utilities
FLSA Status: Non-exempt, part time
Date Revised: June 20, 2023

POSITION SUMMARY:

The Recycling Center Work is responsible for carrying out all tasks associated with manning and keeping the Recycling Center open and operational as well as administrative tasks such as scheduling pick up of recyclables and accounting for and preparing funds received for deposit. In addition, this position will work in conjunction with the Director of Operations on external communications, such as social media, websites, and other media.

QUALIFICATIONS REQUIREMENTS:

To perform this job successfully. An individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- all tasks associated with manning and keeping the Recycling Center open and operational
- work in conjunction with the Director of Operations on external communications, such as social media, websites, and other media
- administrative tasks required to facilitate pick up of recyclables
- collecting, counting and preparing all funds received for deposit by the city

KNOWLEDGE, SKILLS, AND ABILITIES:

The Recycling Center Worker must be knowledgeable of the following principles, procedures, and concepts:

- Ability and skill required to operate recycling equipment such as compactors, etc.
- Skill in the operation of basic office equipment such as telephone and copy machine.

- Skills in organized project management, time management, and ability to cope with limited resources, seize opportunities, and think creatively
- Knowledge of basic grammar, language usage and vocabulary.
- Ability to communicate effectively orally and in writing.
- Ability to establish effective working relationships with other city employees, business owners, officials, and the public.
- Ability to work independently with general supervision.
- Other duties as assigned.

MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Recycling Center Worker should possess, at a minimum, a GED or high school diploma and any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

OTHER REQUIREMENTS:

Possession of a valid State of Georgia Driver’s License (Class C) and a satisfactory Motor Vehicle Record (MVR) preferred but not required.

SUPERVISORY RESPONSIBILITIES:

The Recycling Center Worker may have direct supervision over other employees.

TRAVEL:

No travel is required for this position.

(ADA) MINIMUM QUALIFICATION OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to fellow employees, public officials, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts, such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in writing in a professional manner to give or exchange information, resolve problems, and/or provide service.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light demands with intermittent sitting, standing, stooping, walking, computer use, and occasional lifting of objects weighing up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is divided between an indoor office work area and out-of-office settings. The employee may be occasionally exposed to dust or dirt.

_____ Date: _____
Employee's signature

_____ Date: _____
Supervisor's signature