

NORTH CENTRAL IOWA REGIONAL SOLID WASTE AGENCY

Job Title: Recycling Operator

FLSA: Non-Exempt

Schedule: Full-Time

Reports to: Recycling Center Supervisor

Job Location: Recycling Center, 2151 Gypsum Hollow Rd, Fort Dodge, IA

Salary: \$16.00/hr

GENERAL SUMMARY

North Central Iowa Regional Solid Waste Agency (NCIRSWA) is a government public entity that serves residents and businesses within a designated service area. Perform daily recycling operations in accordance with local, state, and federal regulations and the policies established by the NCIRSWA. Ability and knowledge to operate light equipment and material balers. The Recycling Operator will be responsible for performing all activities related to recycling operations to ensure that the activities are completed in conformance of regulations and industry standards.

DUTIES AND RESPONSIBILITIES

- Typical work week is 40 hours Monday-Friday, 7:30am – 4:00pm
- Operate light equipment i.e., fork-truck, skid-steer, mini-wheel loader, pickup snow blade, material balers
- Assist Management as needed with routine maintenance and repairs to Agency owned equipment, buildings, and property
- Follow established procedures for the safe handling, identification, and segregation of materials throughout the receiving process
- Assist public with electronic waste, safe handling, and segregation
- Participate in all safety training, follows established safety procedures, makes recommendations for safety improvements to Management
- Perform duties associated with the sorting and processing of the recyclables including but not limited to; separating recyclables prior to baling, tying the bales, operating the can sorter, storage and segregating baled materials, and loading trucks
- Ensure daily logs/checklists/records are completed
- Perform routine custodial duties to clean and maintain the recycling center and surrounding grounds
- Assist with collection of recyclable materials in a small packer truck on a local recycling route
- Other duties and responsibilities as assigned by the Recycling Operations Supervisor or Manager
- Assist in litter collection on Agency Property

QUALIFICATIONS

- High school diploma or G.E.D.
- Successful completion of fork-truck and skid-steer training and certification within six (6) months of hire

REQUIRED SKILLS AND KNOWLEDGE

- Ability to read and interpret documents; safety rules, operating, maintenance instructions
- Demonstrates knowledge of appropriate recycling sorting practices
- Possess knowledge and experience in the operation and maintenance of light equipment and material balers used in typical recycling activities
- Communicate politely, professionally, and effectively daily with the public
- Work safely and independently in the absence of supervision
- Willingness and ability to work in a team environment

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This job is subject primarily to climate controlled environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stair or step climbing onto and off of equipment, and driving 2-4 hours/day
- Bending, kneeling, twisting, turning, possibly in small spaces 3-6 hr/day
- Frequently Lift/Carry up to twenty (20), occasionally up to fifty (50)
- Push/Pull up to twenty-five (20), occasionally up to fifty (50) pounds, rarely up to hundred (100) pounds
- Sitting while operating equipment 3-6 hours/day
- Grasping, handling, reaching repetitively 3-6 hours/day
- Have reasonable periphery vision to be able to safely operate equipment
- Occasional exposure to moderate to loud background noise (backup alarms, equipment, etc.)

Must regularly utilize personal protective equipment such as safety glasses, safety shoes, hearing protection, gloves, and protective clothing. Must frequently utilize personal protective equipment such as a hard hat.

PRE-EMPLOYMENT TESTING

Must pass post-offer physical and drug screen

BENEFITS

Benefits for this position include; dental, health, and vision insurance, paid holidays, paid vacation (accrual), paid sick leave (accrual), and Iowa Public Employees’ Retirement System (IPERS). Safety Toed Shoes and Uniform Allowance.

Disclaimer

The information in this description is designed to indicate the general nature and level of work performed by an employee within this job. It is not intended to contain or be interpreted as a comprehensive list of all duties, responsibilities, skills, requirements, qualifications, efforts, or working conditions associated with this job. While this description is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. The successful candidate may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. This job description does not constitute a contract of employment nor alter the successful candidate’s status as an at will employee.

Review/Approval – I agree that I have read and understand the job description

Employee	Date
----------	------

Operations Manager/COO/HR Rep	Date
-------------------------------	------