

## CITY OF CHELAN JOB DESCRIPTION

**TITLE:**        **RECYCLE UTILITY WORKER**

DEPARTMENT: Public Works

REPORTS TO: Recycle Coordinator

SUPERVISES: None

ADOPTED/REVISED DATE: 12/14/00

Salary Grade: Union

### **POSITION PURPOSE/SUMMARY**

This person performs a variety of recycle tasks primarily at the Recycle Center for the Public Works Department including, but not limited to, recycle program operational duties, light/ heavy machinery and equipment operation and maintenance, and building and grounds maintenance/repair duties.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Promotes positive public relations and recycle program goals;
- Performs a variety of non-skilled and semi-skilled tasks.
- Operates and maintains cardboard baler, glass crusher, forklift, other light/heavy duty machinery
- Sorts, handles, lifts, and loads various recycle materials.
- Prepares and keeps logs, records, receipts and other information as required.
- Collects and distributes cash and checks with accuracy
- Services established collection routes within and outside the city limits
- Performs ground, building maintenance and repairs, snow removal, and shall assist with garbage collection.
- Works periodically with court appointed help or volunteer workers
- Performs other related duties as required.

### **WORKING CONDITIONS**

Work is performed in both inside and outside environments and is subject to weather conditions and exposure to a variety of materials, substances, vehicles and equipment. Employee is subject to heavy lifting conditions and long periods of physical activities.

### **KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS**

- Knowledge of methods, means, materials and equipment to perform this position
- Ability to demonstrate proficient and safe use of a forklift, machinery, light and other equipment
- Ability to routinely perform strenuous labor activities
- Ability to work efficiently, safely, and to follow established city and department policies
- Ability to establish and maintain effective working relationships with the supervisor, co-workers, the public, and other agencies.

**QUALIFICATIONS REQUIRED**

Graduation from an accredited high school or General Education Development(GED) supplemented with additional experience, education, or certifications or the ability to acquire a high school diploma, or GED within 6 months from date of hire is required.

Ability/willingness to work Tuesday through Saturday.

Valid Washington State Drivers License with driving record free from serious or frequent violations

Possession of a Washington Commercial Drivers License within one year of hire is required.

Possession of a Fork Lift Operator Certification within six months of employment is required.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

