

## Middletown, CT Job Description

<b>Classification Title</b>	Recycling Center Attendant
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### **PURPOSE OF POSITION**

The purpose of this position is to provide administrative and inspection support for Landfill Operation. assist with most of the operations at the City Recycling Center and Transfer Station. The work is performed under the direction of the Superintendent of Streets & Sanitation and the Heavy Equipment Operator/Landfill.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Checks vehicles for resident passes and permits. Checks loads. Oversees daily operations of the Landfill. Opens and closes Recycling Center to the public. Assists in regulation of the scale. Assumes responsibility in the absence of the Recycling Area Supervisor.
- Directs customers to appropriate sites. Performs bookkeeping functions. Collects fees. Processes paperwork. Operates credit card processing terminal. Balances receipts daily. Provides a variety of reports for the Recycling Coordinator.
- Oversees the daily operations of the scale house; assists in the regulation of the scale which is operated by the State of Connecticut Department of Consumer Protection; Checks customers for residency requirements. Conducts load inspections to ensure the landfill does not receive toxic waste.
- Assists in removing recyclables from bulky waste. Assists in loading tires and mattresses.
- Determines and collects appropriate fees for solid waste disposal in accordance with rate schedule. Directs customers to appropriate area of disposal site.
- Operates refrigerant recovery unit and removes refrigerant from refrigerators and air conditioners. Manages areas for Freon containing units. Removes Freon from refrigerators and air conditioners.
- Maintains waste oil and antifreeze areas. Maintains used propane cylinder recycling area. Operates cardboard compactor. Styrofoam recycling area.

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- ~~• Assists in loading tires and mattresses.~~
- Schedules vendor appointments for materials pick-up, including electronic waste.
- ~~• Monitors and maintains quality of recyclables, in accordance with State standards.~~
- Maintains entire recycling center area. ~~;~~ Cleans up debris left at the gates. ~~;~~ Maintenance of a ~~Performs a~~ complete site survey on a weekly basis. Monitors and maintains quality of recyclables in accordance with state standards. , as required by the State of Connecticut.
- ~~• Keeps track of all paperwork at center; collects fees, performs some bookkeeping functions, operates credit card processing terminal; processes and balances daily receipts.~~
- ~~• Tracks vital information for Recycling Coordinator.~~
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

High school diploma or equivalent with refrigerant recovery and recycling monitoring experience. six months of refrigerant recovery/recycling monitoring experience and knowledge of current recycling procedures and practices; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

~~Appropriate education substitutions can be made.~~

#### Other

- ~~Position requires a~~ Solid Waste Operator's License, State of Connecticut Public Weigher's license and Connecticut Transfer Station/Volume Reduction Facility operator's certificate.

### PREFERRED QUALIFICATIONS

Commercial Driver's License Endorsement

### KNOWLEDGE, SKILLS, and ABILITIES

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- ~~Requires the a~~Ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.
- ~~Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.~~Knowledge of current recycling procedures and practices
- ~~Requires the a~~Ability to utilize a wide variety of reference and descriptive data and information such as regulations, records, passes, slips, forms, logs and general operating manuals.
- ~~Requires the ability to communicate orally and in writing with the Superintendent and all department personnel, other City departments, and the public.~~Knowledge of state scale regulations
- Knowledge of types of waste as defined by State General Municipal Transfer Station Guidelines
- Knowledge of hazardous materials
- Ability to operate evacuation unit in removal of Freon and other CFC's
- ~~Requires the ability to perform addition, subtraction, multiplication and division.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job

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- ~~Ability to O~~operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- ~~Ability to U~~se (or learn to use) computer software and systems applicable to the position
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~eason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~stablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as refrigerant recovery equipment, and/or materials used in performing essential functions.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as recovering refrigerant.~~
- ~~Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.~~

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~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### WORKING CONDITIONS

*The working conditions 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.*

~~• Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors can cause discomfort and where there is a risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/13/15
<b>Dates revised</b>	