

# Recycling Assistant Tompkins County

**Department:** Recycling and Materials Management

**Classification:** Competitive

**Labor Grade:** Blue Collar grade 7

**Approved:** Position conversion 12/2017

**By:** AG, Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree AND two years of full-time paid (or the equivalent part-time and/or volunteer) experience working in the recycling operations field , facilities and landscape maintenance, or motor equipment operations; **OR**
- (b) Graduation from high school or possession of a GED AND four years of full-time paid (or the equivalent part-time and/or volunteer) experience working in the recycling operations field , facility and grounds maintenance, or motor equipment operations, two years of which must have involved operations coordination; **OR**
- (c) Any combination of training and experience equal to or greater than that specified in (a) or (b) above.

## **SPECIAL REQUIREMENT:**

The candidate must possess a valid New York State driver's license at the time of application and maintain such license for the duration of employment. Failure to maintain the required license may result in termination of employment. Job requires one year experience in the operation of motor vehicles. Candidate must obtain a valid weigh scale operator's license within one month of the hire date. Training will be provided by the Department of Recycling and Materials Management. Must be 21 years or older to apply.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **DISTINGUISHING FEATURES OF THE CLASS:**

The incumbent works under the general supervision of the Assistant Director of Recycling and Materials Management with considerable leeway for independent judgment when carrying out the details of the job. This position provides direct assistance to residents, local municipalities, and businesses in performing recycling operations duties to ensure sustainable, coordinated and cost effective efforts. The incumbent works closely with the Waste Reduction and Recycling Specialists, consultants and contractors in implementation of recycling operations. Work also involves responsibility for the safe and efficient operation of various types of vehicles in connection with the residential Food Scrap Drop Spots, as well as Public Space Recycling locations throughout the county. This position will serve as an attendant to receive residential food scraps at numerous drop spot locations and provides education to users. In addition, this position will serve as a back- up Weigh Scale Operator for the Recycling and Solid Waste Center (RSWC). The job also includes performing weekly inspections of the RSWC operation. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Operates vehicles equipped with a trailer or power lift gate for the collection and delivery of recyclable material including food scraps;
- Arranges and assures preventative maintenance and cleaning for equipment and vehicles;
- Assists in the procurement of equipment and services for recycling activities;
- Responsible for receiving, tracking, storing and distributing recycling supplies and equipment;
- Assist in the hiring and training of new food scrap drop spot attendants;
- Performs minor repairs to drop spot sheds as required;
- Clears snow at drop spots and public space recycling areas;
- Assist in adding new public space recycling locations;
- Develops narratives, reports, annual work plans;
- Assists in the development and implementation of recycling and food scraps programs;
- Utilizes and maintains data collection, record keeping, tracking and reporting systems;

- Provides public information about recycling and food scrap composting;
- Assists in preparing budgets and tracking expenditures;
- Operates weigh scales including computer entry, collects payments, operates cash register and issues receipts;
- Must be available to work weekends and shifts.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the principles, practices and regulations related to recycling and composting,
- Good knowledge of Federal, State and Local laws and regulations related to recycling,
- Good knowledge of methods and practices for receiving, storing, maintaining and issuing supplies and equipment,
- Excellent oral and communication skills,
- Strong ability to operate a pickup truck, trailer, box van or other vehicles as needed. Does not require a commercial driver's license (CDL),
- Strong ability to work safely,
- Ability to monitor route productivity,
- Ability to work effectively with the public, contractors, municipalities, consultants and co-workers,
- Able to organize and maintain accurate records and files,
- Must be able to work on Saturday, shift hours and some holidays with commensurate time off,
- Dependability, mental alertness and courtesy is required,
- The employee's physical and mental conditions are commensurate with the demands of this position, either with or without reasonable accommodation,
- Must be able to regularly and repeatedly move, load and unload heavy carts, equipment and materials.

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