

Recycling Driver Tompkins County

Department: Recycling and Materials Management

Classification: Non-competitive

Labor Grade: Blue Collar Grade 7

Approved: 2/20

Revised: CSC 9/15/21 approved NC, 9/24

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a General Equivalency Diploma (GED) **AND** one (1) year of full-time paid (or the equivalent part-time) experience working in the solid waste, recycling, and/or composting environmental operations, facility and grounds maintenance, or motor equipment operations.

SPECIAL REQUIREMENTS:

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.

Training will be provided by the Department of Recycling and Materials Management (RMM). 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 Waste Reduction and Recycling Coordinator with leeway for independent judgment when carrying out the details of the job. Work involves responsibility for the safe and efficient operation of various types of vehicles in connection with the collection of materials from RMM programs. This includes, but is not limited to, collection of source-separated food scraps from residential curbside and drop spot locations, County Office Buildings, some apartment complexes, and non-profit organizations, as well as collection of public space recycling locations throughout the county. This position will also serve as an attendant to receive residential food scraps at several drop spot locations and provide information to participants. This position requires regularly scheduled reoccurring weekend hours. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Operates vehicles for the collection and delivery of recyclable material including food scraps;
- Complete all daily required route paperwork as required by supervisor;
- Performs manual labor, such as loading trucks, moving totes, shoveling snow, and performing routine cleaning at drop spot and public space recycling locations;
- Performs a variety of regular recurring operational tasks in connection with collection;
- Drivers are responsible for the safe and economical operation and care of their vehicles;
- Assures preventative maintenance and cleaning for equipment and vehicles;
- Responsible for receiving, tracking, storing and distributing recycling supplies and equipment;
- Assist in the implementation of new food scrap drop spot locations;
- Assists with training of new food scrap drop spot consultants;
- Assists in scheduling drop spot attendants;
- Measures contamination levels at all food scrap drop spots, County buildings and public space recycling locations;
- Performs minor repairs to drop spot sheds as required;

- Assist in maintaining current and new public space recycling locations;
- Assists in the implementation of new recycling and food scraps programs;
- Collects data for tracking and reporting systems;
- Assists staff with illegal dumping cases, including material collection;
- Provides public information about recycling and food scrap composting;
- Must be available to work weekends and flexible hours;
- Good knowledge of the operation of trucks and other similar automotive equipment;
- Ability to understand and follow simple oral and written directions;
- Willingness to work in all weather conditions;
- The incumbent will perform all related duties as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the principles, practices and regulations related to recycling and composting;
- Knowledge of Federal, State and Local laws and regulations related to recycling and composting;
- 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 work efficiently;
- Ability to work effectively with the public, contractors, municipalities, consultants and co-workers;
- Ability to work an irregular work week (work week will include Saturday); as well as willingness to work scheduled 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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