

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

By: LG, 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. 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 Recycling Operations Specialist 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 source-separated food scraps from numerous residential drop spot locations, County Office Buildings, and some apartment complexes, as well as 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 provides information to users. This position requires regularly scheduled reoccurring weekend hours. 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;
- Performs manual labor, such as loading trucks, moving totes, and shoveling snow 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;
- Clears snow at drop spots and public space recycling areas;
- 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;
- 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,
- Must be able to work on Saturday, and some Sundays and 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 accommodations;
- Must be able to regularly and repeatedly move, load and unload heavy carts, equipment and materials.

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