

# Deschutes Recycling

## Job Description

**Job Title:** Recycling Dock/Organics Attendant

**Reports To:** DR Operations Manager

**FLSA Status:** Non-exempt

**POSITION SUMMARY** Greets and assists the public with their recycling needs. Processes and prepares recycling for transport. As well measures loads, accepts payments and assists organics customers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Follows established safety practices.
- Fields questions and assists the public with organics recycling.
- Operates cardboard and commingle recycle compactors in daily operations.
- Coordinates the collection of recyclable materials into the appropriate receptacles.
- Measures and inspects loads, determines charge, collects money, and operates till for public transactions.
- Accurately accounts for all funds from all forms of customer transactions.
- Policies the area and stockpiles for contamination
- Maintains a safe work area.
- May operate skip loader to load compost and other products.
- Attends and participates in safety and staff meetings.
- Complies with all company policies, procedures and safety regulations.
- Must have the ability to get along with co-workers.
- Performs other duties as assigned- such as, bagging, cleanup and inventory.
- May operate Bobcat to sort and remove contamination from curbside pickup loads
- Operates and maintains forklift.
- Fields questions and assists the public with materials excepted in the dock recycling program

### CHARACTERISTICS

- Maintains safety awareness at all times.
- Displays friendly, helpful manner with public.
- Reliable and dependable; follows instructions.
- Self starter; maintaining performance standards while working unsupervised.
- Flexible with a willingness to assume responsibility for all job tasks.
- Listens actively and communicates openly.
- Hands on ability to deal with mechanical dis-assembly of some recyclables.
- Must be able to operate back-hoe size equipment safely and efficiently.
- Excellent attendance.
- Maintains a neat and clean appearance, appropriately clothed in uniform.

### SUPERVISORY RESPONSIBILITIES

None for this position.

### QUALIFICATIONS

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

None required for this position.

### **EDUCATION AND/OR EXPERIENCE**

High School Diploma or G.E.D.; or one to three months related experience and/or training; or equivalent combination of education and experience.

### **REPRESENTATIVE MACHINES, TOOLS, EQUIPMENT AND/OR SOFTWARE**

The following machines, tools, equipment and/or software are commonly, but not always associated with the performance of this position. Actual machines, tools, equipment and/or software used will vary.

- Forklift
- Point of Sale
- Skid Steer
- Handtools
- Skip loader

### **COMPETENCIES, KNOWLEDGE AND SKILLS**

- Ability to learn how to operate a forklift, skip loader, skid steer, etc....
- Effective interpersonal skills relating to good customer service
- Communicates easily and clearly with co-workers, supervisors and management
- Works toward company goals and understands company/owner objectives

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with other employees and before groups of customers.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in standardized situations.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, bend and twist from the waist and knees; use hands to finger, handle or feel; reach with hands and arms; and stoop, kneel, crouch and talk or hear. The employee must be able to lift from 10 to 60 pounds, push, pull, unload, drag and carry. The employee must use hands and fingers to sort and pick different types of material, be able to assist the public with physical tasks such as unloading paper, books, wood,

electronics, paint and appliances. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that 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.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions and vibration. The employee is occasionally exposed to toxic or caustic chemicals and extreme heat (non-weather). The noise level in the work environment is usually moderate but occasionally loud.

**GENERAL STATEMENT**

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required by personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the company.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date