

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title: Recycling Center Attendant
Sch & Grade: CTL-3
Class Code: HA03
FLSA Status: Non-exempt
Bargain Unit Elig. SEIU
Occupational Group: Maintenance

PRIMARY PURPOSE:

Manages on site activities and performs a variety of customer service and manual labor tasks associated with the operation of the city's recycling drop-off centers.

SUPERVISION:

Under the general supervision of the Collection Center Coordinator.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Assists customers with unloading recyclable materials at assigned city facilities.
2. Directs and instructs customers on various division recycling services and policies.
3. Accepts, secures and transports recycling donations and contributions from center customers.
4. At the YRC location, utilizes cash register, takes payments for required fees, makes change and writes receipts.
5. Acts as a City representative and main point of contact for on-site customer needs, concerns and emergencies.
6. Monitors and documents recycling contractor activity and initiates requests for contractor service at assigned site.
7. Supervises temporary, part-time and volunteer workers assigned to assist at recycling centers.
8. Performs and/or directs grounds maintenance duties utilizing hand and power tools typical to grounds maintenance.
9. Performs minor building maintenance duties utilizing hand and power tools typical to building maintenance.
10. Performs routine operator maintenance on assigned portable and mobile equipment, including lawn mowers, weed cutters and trimmers and snow blowers, including cleaning, lubricating, fueling etc.
11. Maintains a clean, orderly, organized, and safe public recycling facility.
12. Physically loads, unloads, manipulates, and manages a variety of materials.
13. Utilizes appropriate safety equipment and procedures.
14. Maintains records and logs for activity reports, hours worked supplies used, etc.
15. Travels to job sites, other city facilities, etc. as required.

IMPORTANT FUNCTIONS:

1. Monitors and enforces rules and procedures with respect to division requirements for acceptable materials and customer activities at assigned sites.
2. Identifies and reports maintenance and safety needs of equipment and facilities.
3. Maintains clean, orderly, and safe public recycling facilities where assigned.
4. Assists team members where needed as needed to carry out diverse division activities.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of the basic procedures, tools and equipment used in recycling. Basic knowledge in customer service.

Abilities

Provide excellent customer service; keep written logs; measure and determine volumes of materials and containers. Operate a variety of hand and powered tools and equipment associated with building and grounds maintenance in a manner consistent with safety principles; operate equipment with both standard or automatic transmission; follow oral and written instructions; communicate effectively verbally; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires one year of experience in recycling, grounds, roads, and/or building construction or maintenance work with an emphasis on public contact.

Physical Requirements

Performs bending, squatting, kneeling, climbing, twisting, crawling and reaching both to ground level and overhead; may be required to lift and carry up to 100 pounds and/or push and pull up to 150 pounds; must hold and grip objects. Subject to working in awkward positions and periods of prolonged walking or standing.

Working Environment

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; may be exposed to noise, fumes, and odors; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and other safety hazards due to working in and around traffic.

Licensing/Certification

If operating vehicle in the completion of job duties, must possess a valid MO Motor Vehicle Operator's License.

Miscellaneous Requirements

May be required to work weekends or a variety of shifts. Subject to emergency call-in.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 4989
Comments:	Updated Abilities	Date: June 12, 2000

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ Date: _____