

## **POSITION DESCRIPTION**

Class Title: Recycle Attendant  
Department: Public Works  
Workers Comp Group No.: 054  
Date: July 2, 2002

### **GENERAL PURPOSE**

The Recycling Center Attendant is a part-time position under the Town of Wytheville. This position directly serves the public by performing the day-to-day operations and maintenance of the Recycling Collection Center.

### **SUPERVISION RECEIVED**

Works under the close supervision of the Director of Public Works.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Opens and/or closes the Recycling Center as required by the determined schedule or as otherwise assigned.
- Secures all tools, equipment, and buildings upon closing.
- Directs the flow of traffic through the collection center.
- Assists the public with proper disposal of their collection of materials for recycling.
- Ensures that the use of the collection center is limited to Town of Wytheville residents and property owners, unless otherwise instructed by the Director of Public Works.
- Encourages the public to recycle and ensures that recyclable materials are deposited in the proper locations.
- Performs preventive maintenance on equipment in accordance with the standard operating procedures.
- Cleans and maintains the collection center in accordance with the standard operating procedures.
- Cleans property inside of compound by collecting and properly disposing of any loose litter or debris.

- Monitors collection containers and notifies designated persons to ensure that containers remain usable by the public.
- Keep an estimated count of customers that visit the Recycling Center.
- Performs other related duties to ensure the safe and efficient operation of the collection center.

## **PERIPHERAL DUTIES**

May serve on employee or other committees as assigned.

Other duties as may be assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Graduation from high school or GED equivalent, and

### **Necessary Knowledge, Skills and Abilities**

Ability to work well with the public is an essential part of the Recycling Collection Center Attendant job.

An understanding of the need and ability to promote recycling and reuse of materials is an important part of the Recycling Collection Center Attendant job.

## **SPECIAL REQUIREMENTS**

None.

## **TOOLS AND EQUIPMENT USED**

Common hand and power tools, shovels, wrenches, mop, broom.

## **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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is

occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to shovel, sweep, mop and perform other cleaning and maintenance duties.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those 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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.

The noise level in the work environment is usually loud.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; driving records; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Revision History:   October 29, 2013  
                              July 31, 2018