

# Town of Bowdoinham

## Job Description

**TITLE:** Recycling Facility Attendant

**DEPARTMENT:** Solid Waste & Recycling

**Work Schedule:** Part-time

**FLSA:** Non-Exempt

**Revised and** August 17, 2017

**Approved Date:**

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The Recycling Center Attendant is responsible for a variety of skilled and unskilled tasks related to the operation of the Bowdoinham Recycling Facility. This position is responsible for sorting recyclable materials, processing recyclable materials for market, operation and maintenance of light equipment maintaining a clean and organized facility, greeting and directing residents. Work is performed under the direct supervision of the Solid Waste and Recycling Director, but requires the ability to work independently following established procedures and routines. This position involves public contact.

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**REPORTS TO:**  
Solid Waste and Recycling Director (directly)

**SUPERVISES:**  
None

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### **General Expectations and Position Summary:**

The person filling the position must:

1. Be committed to the mission of the Town.
2. Work as a member of a team in the performance of duties.
3. Be punctual for scheduled work and use time appropriately.
4. Work in harmonious relationships with all Town staff and members of the public.
5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain a professional appearance.
8. Possess a valid driver's license.
9. Understand and work within the Town of Bowdoinham's Ordinances, Policies and Procedures.

### **General Duties & Responsibilities:**

The Recycling Facility Attendant:

1. Greets residents and directs the proper placement of recyclable materials that are brought into the Recycling Facility. Provides information on acceptable materials and bulky waste.
2. Processes and bales recyclable materials.
4. Stores baled materials in a manner that provides efficient and effective shipment of materials that leave the facility.

5. Assures that areas associated with recycling operations are kept clean and organized.
6. Performs routine maintenance of the balers and other equipment.
7. Moves materials within facility with electric or hand pallet trucks.
8. Light carpentry, building/repairing pallet boxes, minor building repairs and maintenance.
9. Performs related work as required under the direction of the Solid Waste and Recycling Director. May perform specialized projects as assigned.
10. Participates in required training and certification courses related to job duties and responsibilities.

**Physical Requirements:**

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.

- Moderate to heavy lifting.
- Ability to work in various positions, which requires bending, walking, standing, and sitting.
- Requires kneeling, twisting, and squatting.
- Body movements require working with hands extended above and below head and from body and using hand tools.
- Must be able to lift and carry 50 pounds in standing and bending positions, and carry while walking distances of 10 feet.
- Physical strength and agility necessary to perform the functions of the job under exposure to a variety of climatic conditions.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

**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.

- Requires working in outside and inside environments with noise and all temperatures and climatic conditions.
- Requires using chemicals and cleaning solvents to maintain and repair equipment.

**Desired Minimum Requirements:**

Education and Experience:

Graduation from an accredited high school or equivalent, experience and training related to the job duties and responsibilities.

Desirable knowledge, skills and abilities:

1. Ability to perform manual labor for an extended period of time.
2. Working knowledge of the hazards and applicable safety precautions of various work conditions.
3. Ability to operate an electric pallet truck.
4. Ability to understand and follow oral and written instructions.
5. Ability to operate a material baler, conveyor and hand truck.
6. Knowledge of recycling fundamentals.
7. Ability to establish and maintain harmonious and effective relationships with other employees and the public using tact and resourcefulness in meeting new problems.