

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: RECYCLING TECHNICIAN IV

REPORTS TO: SUPERVISOR OR MANAGER IN RECYCLING

JOB CLASS: NON-EXEMPT

LOCATION: STATEWIDE

PURPOSE: The purpose of this position is to maintain the Recycle Delaware sites.

JOB DUTIES

ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Maintains Recycle Delaware sites by cleaning the outside of recycling containers, removing any unwanted items left as trash; empties battery, textile and oil filter bins.
- Records the levels of materials inside Recycle Delaware containers.
- Maintains daily route sheets.
- Maintains Recycle Delaware sites using lawn equipment, to include push mowers, weed-eaters, and blowers.
- Identifies, reports and repairs problems at the Recycle Delaware sites.
- Removes and repairs damaged containers from Recycle Delaware sites.
- Installs Recycle Delaware signs/decals
- Assists the public with information/directions.

ADDITIONAL DUTIES:

- Operates a forklift and bobcat to move items around the site.
- Conducts Collection Event surveys.
- Maintains and cleans vehicles.
- Occupies guard shack to ensure security of the DRC facility and to remain in close contact with the Facility Manager.
- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Requires a high school diploma or equivalent and 4 years as a Recycling Technician III

Must possess a Commercial Driver's License Class "B"

Note: This is a safety sensitive position and requires drug testing as a condition of employment.

Knowledge of maintenance equipment and procedures. Knowledge of lawn care equipment. Knowledge of basic hand tools. Knowledge of Delaware roads. Knowledge of safety procedures. Knowledge of recycling programs. Knowledge of house hazardous waste. Skill in using power tools and lawn equipment. Ability to work independently. Ability to communicate effectively orally. Required to wear DSWA recycling technician uniform and abide by job safety requirements.

Physical Requirements:

This position requires standing, walking, sitting, reaching with hands and arms, talking or hearing.

This position requires lifting up to 100 pounds.

The position requires: Close vision (clear vision at 20 inches or less). Distance vision (clear vision at 20 feet or more). Color vision (ability to identify and distinguish colors). Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point). Depth perception (three-dimensional vision, ability to judge distances and spatial relationships). Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Position risks exposure to indoor environment, outdoor environment, noise, extreme temperatures, vibration, moisture and/or humidity, dust, fumes, gases, electrical hazards, mechanical hazards, chemical hazards, explosive hazards, burn hazards, and potential for violence/physical altercations.

SIGNATURES

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

SUPERVISOR

DATE

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

HUMAN RESOURCES

DATE

I have read this description and understand the major responsibilities, requirements, and duties of this position.

EMPLOYEE

DATE

Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.