CITY OF EL CERRITO

RECYCLING MAINTENANCE WORKER / RECYCLING MAINTENANCE WORKER—ENTRY LEVEL

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform unskilled and semi-skilled labor in the operation and maintenance activities of the City's recycling program, such as curbside pick-up, drop-off center processing and maintenance duties, including handling, processing and shipping of materials; and to operate a variety of equipment in the collection and processing of recyclable materials; to provide information to the public on recycling program and procedures.

DISTINGUISHING CHARACTERISTICS

Recycling Maintenance Worker - This is the journey or experienced level. Positions in this class are flexibly staffed and are normally filled by advancement from the Recycling Maintenance Worker -- Entry level, or when filled from the outside, require prior experience in recycling, waste management or comparable operation. Appointment to the higher class requires that the employee performs substantially the full range of duties for the class and meets the qualification standards for the class. All positions assigned to this class require the ability to work independently, exercising judgment and initiative. Duties require the ability to train and direct others; operate the full range of mechanical and vehicular equipment with the appropriate licenses or certificates.

Recycling Maintenance Worker – Entry Level - This is the entry or trainee class in the recycling series. Positions in this class perform most of the duties required of Recycling Maintenance Workers, but are not expected to function at the same skill level and will usually exercise less independent direction and judgment regarding work procedures and methods. Work is carefully supervised at first and follows established patterns and procedures, and is explained before the work is started. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the class series concept, positions assigned to the Recycling Maintenance Worker class which become vacant may reasonable be filled at the Recycling Maintenance Worker -- Entry level for training purposes.

SUPERVISION RECEIVED AND EXERCISED

Recycling Maintenance Worker - Receives general supervision from the Recycling Operations Supervisor. Exercises functional or technical supervision over less experienced staff and volunteer workers.

Recycling Maintenance Worker – Entry Level - Receives direct and general supervision from the Recycling Operations Supervisor, and from the Recycling Maintenance Workers.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Drive a recycling collection truck on designated curbside routes, picking up recycling materials, putting materials into vehicle, and completing route as scheduled; delivers and unloads materials to designated sites as needed.

Essential Functions: (continued)

Collect recyclables from a variety of locations, including residences, businesses, City facilities, schools, and BART stations.

Operate forklift to move materials, bins, and pallets.

Drive a variety of vehicles; perform daily vehicle and equipment safety checks on lights, horn, tire pressure and condition, fluid levels, and other critical parts of the vehicles prior to execution of daily tasks; clean interior and exterior of vehicle on regular basis.

Train and give direction to new employees and volunteers.

Maintain the Recycling Center yard, including picking up loose trash, sweeping, rotating empty and full material bins, stacking the materials for distribution and performing routine building/facility maintenance tasks.

Maintain records relating to inspections, collection activity, material weights, and shipping activity.

Sort and manage recyclables by material types, , removing contaminants, and processing recyclables accordingly.

Maintain phone/radio communications with the office to receive or report variance to standard operations.

Provide general customer service functions to Recycling Center patrons. Direct patrons in the proper handling and recycling of all materials collected on-site, and provide resources about which items are not accepted and how they may be properly handled, recycled, and/or disposed of. Address questions and/or complaints from the public at the Recycling Center and at the curb; provide information and/or resolve complaint within the scope of authority.

Perform all duties in conformance with safety standards.

Marginal Functions:

May serve on employee committees as assigned.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Recycling Maintenance Worker - Entry

Knowledge of:

Uses of hand tools and light equipment.

Safe working procedures.

Recycling Maintenance Worker - Entry
Ability to:

Understand and follow oral and written instructions.

Interpret and explain policies and procedures.

Learn to operate a variety of equipment and vehicles including cardboard baler, densifier, forklift, pickup truck, , 8-ton recycling truck, and 1-ton utility truck.

Use and operate common hand and power tools, broom, shovel, material movement equipment, baler, compacting equipment and mobile radio.

Establish and maintain effective working relationships with those contacted in the course of work including other city staff and the public. Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Work independently and effectively in the absence of supervision.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience using hand or power tools and operating light equipment and vehicles or experience in warehouse work, materials delivery or collection. Experience operating a variety of equipment and vehicles including material baler, forklift, pickup truck, , and 1-ton utility truck preferred.

Training:

Formal or informal education or training at a level which ensures the ability to read and write at a level necessary for successful job performance.

Licenses/Certificates/ Other requirements:

Possession of a Class C California Driver's license by date of hire; maintenance of such license in good standing throughout employment. Possession of, or ability to obtain, an appropriate Class B California Driver license with air brake certification within 6 months of date of hire.

Possession of an OSHA-approved forklift operator certification or ability to obtain an OSHA-approved forklift operator certification within one (2) months of hire date.

Recycling Maintenance Worker In addition to the essential and job-related qualifications for Recycling Maintenance Worker -- Entry:

Knowledge of:

Methods, processes, tools, mechanical equipment and vehicles used in the collection and processing of recyclable materials.

Ability to:

Operate competently a variety of vehicular and stationary and mechanical equipment safely and effectively, including operation of an 8-ton recycling truck, , 1-ton utility truck and forklift.

Work independently and effectively in the absence of supervision.

Assist in the training and supervision of other employees and volunteers.

Experience and Training: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

As an Recycling Maintenance Worker - Entry, have successfully completed the required in-house competencies to advance to the Recycling Maintenance Worker level or one or more years of experience performing duties comparable to those of a Recycling Maintenance Worker Training in the City of El Cerrito.

Training:

Formal or informal education or training at a level which ensures the ability to read and write at a level necessary for successful job performance.

License and Certificates:

Possession of an appropriate Class B California Driver's license with air brake certification and a forklift operation certificate is an on-going requirement of this position (checking on air endorsement).

PHYSICAL DEMANDS

Sitting: Occasionally
Standing: Frequently
Walking: Constantly
Bending: Constantly
Crouching: Occasionally
Stooping: Occasionally
Kneeling: Occasionally

Crawling: Never
Climbing: Frequently
Balancing: Occasionally
Running: Never
Twisting: Frequently
Turning: Frequently
Jumping: Occasionally to Frequently

Pushing/Pulling:
up to 10 lbs: Frequently
11 to 25 lbs: Frequently
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Occasionally
100 + lbs: Occasionally

Grasping – firm: Frequently
Finger dexterity: Occasionally
Reaching forward: Frequently
Reaching overhead: Occasionally

Lifting:
up to 10 lbs: Frequently
11 to 25 lbs: Frequently
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Occasionally
100 + lbs: Never

Carrying
up to 10 lbs: Frequently
11 to 25 lbs: Frequently
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Occasionally
100 + lbs: Never

Pinch grasp: Never to Occasionally
Grasp – light: Frequently

PHYSICAL DEMANDS (continued)

Coordination	-	Eye-hand: Frequently Eye-hand-foot: Never Driving: Frequently
Talking	-	Face-to-face: Occasionally to Frequently Verbal contact: Occasionally to Frequently Public: Frequently
Vision	-	Acuity far: Required Acuity, near: Required Depth perception: Required Field of vision: Required Accommodation: Required Color vision: Required
Hearing	-	Conversation: Frequently Telephone: Occasionally Earplugs: Occasionally

MENTAL REQUIREMENTS

Interpret instructions, Problems-standard, One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Math skills-simple, Form, Instructing, Supervising, Persuading, Speaking-signaling, Setting up, Precision Work, Operation-controlling, Driving-Operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Indoors, Outdoors, Moving machinery, Dust/fumes/smoke/gases/etc., Excessive noise, Solvents/grease/oil, Slippery/uneven surfaces, Below ground, Vibration, Works around others, Works alone, Works with others, Required-safety glasses, Required-ear plugs, Required-hard hat, Required-protective clothing.