

RECYCLING MAINTENANCE LEADWORKER

*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 oversee, organize, monitor and perform the daily activities of the City's recycling program including such functions as curbside pickup, drop-off center activities and other programs; and to participate in coordinating activities with other City departments and outside agencies.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level position in the recycling maintenance class series. This position is distinguished from the Integrated Waste Services Manager in that the Recycling Maintenance Leadworker monitors the daily work activities of the recycling crews to ensure the processing of materials is moving smoothly. The Recycling Maintenance Leadworker is distinguished from the journey-level position of Recycling Maintenance Worker in that this position has the responsibility of directing and monitoring the work crew's daily activities, and coordinating the maintenance of the facility and equipment, and for monitoring/meeting established production goals.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Integrated Waste Services Manager.

Exercises functional and technical supervision over recycling maintenance workers, interns and volunteers.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

Provide lead direction over the daily operations of the City recycling program including curbside pick up, drop-off center activities, and processing and shipping of materials.

Determine materials, supplies, equipment, and personnel required for assigned projects.

Provide lead direction to recycling maintenance workers on daily operational activities; resolve problems and questions as they arise at the work site; assist in the evaluation of personnel; train staff in the use of recycling equipment and machinery; participate in development and implementation of safety program(s).

Respond to inquiries or requests for service from interested community groups; conduct informational tours of the Recycling Center.

Participate in the full range of the recycling program activities; and operate a variety of equipment and vehicles, including cardboard baler, forklift, magnetic separator, pickup truck, 5-ton dump bed truck, 8-ton recycling truck, and 1-ton utility truck.

Maintain the inventory of supplies, tools and equipment necessary to perform the work; order supplies as authorized.

Essential Functions: (continued)

Monitor daily inspection logs of vehicles and as required, schedule the maintenance and repair of vehicles, equipment and facilities with contractors and City staff; verify invoice for work performed to ensure accuracy of charges.

Review and monitor daily activity records to ensure daily activity meets operation's goals and objectives; collect activity data and prepare reports as assigned.

Coordinate work activities of volunteer and court assigned staff, including developing schedules, oversee work and provide necessary training.

Monitor inventory of processed and unprocessed recyclable materials. Assign staff to process materials as necessary. Arrange for transportation of materials. Arrange for sale of materials as authorized.

Maintain radio communication and dispatch workers to assigned routes.

Marginal Functions:

As assigned, respond to complaints; evaluate situation; and explain findings to supervisor.

Serve on various employee or other committees as assigned.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of recycling; equipment, tools and materials used in recycling collection, processing and marketing, including occupational hazards and standard safety precautions necessary in the work and safe work practices.

Procedures for maintaining a variety of activities related to collection and marketing of recyclable materials.

Material grades and their prohibited and allowable contaminants.

Ability to:

Assist in implementing recycling programs suited to the needs of the community.

Provide a safe and effective public service within available resources.

Interpret and explain department policies and procedures.

Provide lead direction, training, and monitor the job performance of recycling maintenance workers, interns and volunteers.

Communicate clearly and concisely, both orally and in writing.

Monitor expenditures within the approved budget.

Establish and maintain effective working relationships with those contacted in the course of work

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

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:

One year of experience in the collection and processing of recycling materials; some experience as a leadworker or supervisor is desirable.

Training:

Equivalent to completion of the twelfth grade that would provide sufficient knowledge, skills and abilities to perform the duties of this class.

Licenses/Certificates/ Other requirements:

Possession of, or ability to obtain, an appropriate valid Class B California driver's license with air brake certification and a forklift operator and forklift trainer certificate.

PHYSICAL DEMANDS

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

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

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

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: Never

Grasping – firm: Frequently
Finger dexterity: Occasionally
Reaching forward: Frequently
Reaching overhead: Occasionally
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: Occasionally
- 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, Using computer/computer monitor screen, Vibration, Works around others, Works alone, Works with others, Required-safety glasses, Required-ear plugs, Required-protective clothing.

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