

**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 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 Maintenance Leadworker and the Integrated Waste Services Manager. 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 Maintenance Leadworker and the Integrated Waste Services Manager, 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.

Weigh materials on digital platform scale.

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 recyclables by material types, color, and shape, removing contaminants.

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

Respond to complaints from the public at the Recycling Center and at the curb; 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.

**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, tin flattener, forklift, magnetic separator, pickup truck, 5-ton dump bed truck, 8-ton recycling truck, and 1-ton utility truck.

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

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:**

Some experience using hand or power tools and operating light equipment and vehicles or experience in warehouse work, materials delivery or collection.

**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. Possession of, or ability to obtain, an appropriate Class B California Driver license with air brake certification within 6 months of date of hire.

**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, 5-ton dump bed delivery 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

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, Below ground, Vibration, Works around others, Works alone, Works with others, Required-safety glasses, Required-ear plugs, Required-hard hat, Required-protective clothing.