



City of Council Bluffs

Job Description

Recycling Aide

Department: Health Department

Supervisor: Solid Waste Management Supervisor

Location: Recycling Center

FLSA Status: Non-Exempt

Prepared By: Mallory Davis, Recruiter

Prepared Date: October 2016

Union: CWA

Pay Grade: 11

Summary: Performs a wide variety of semi-skilled tasks in the comprehensive city-wide Solid Waste Management Program. Under general direction, employee utilizes some initiative and judgment while maintaining good public relations.

Essential Duties and Responsibilities: includes the following.

- Assists in the implementation of Regional Collection Center (RCC) (Permanent Household Hazardous Waste Collection Program):
 - Directs traffic
 - Hands out educational materials
 - Helps patrons to fill out questionnaires/survey forms
 - Shelves any household hazardous waste product that is deemed reusable
 - Makes a record of any new or reusable household hazardous waste products
- Assists in the implementation of Paint Swap “N” Drop Program:
 - Removes paint/paint products from vehicles
 - Categorizes paint products as to latex or oil based; interior or exterior
 - Shelves paint that is in good conditions
 - Separates paint products by color
 - Operates paint can crusher to bulk paint into 55 gallon drums
- Assists in the implementation of Waste Oil Program:
 - Removes used oil containers from residential vehicles
 - Checks product for contamination
 - Places product into waste oil tank
 - Develops knowledge on proper usage and maintenance of waste oil burner

- Assists in the implementation of Used Tire Program:
 - Removes used tires from residential vehicles
 - Removes rims with rim crusher
 - Stacks tires in semi-trailer
- Assists in the implementation of Lead Acid Battery Program:
 - Removes lead acid batteries from residential vehicles
 - Places batteries on pallets
- Assists in the implementation of Appliance Program:
 - Unloads appliances from residential vehicles
 - Loads appliances that have had Freon and capacitors removed into container with forklift, skid loader, or wheel loader
- Assists in the implementation of Curbside and Drop-Off Recycling Program:
 - Weighs containers/loads of recyclables
 - Sorts recyclables according to commodity, grade, and type
 - Operates conveyor and horizontal baler
 - Loads and stacks baled material with skid loader/forklift
- Assist in the Tree Grinding Operation:
 - Operates chainsaw
 - Pushes tree debris up to tub grinder with loader
 - Loads mulch with loader into customer's vehicle
 - Pushes tree debris up to tub grinder with wheel loader/track loader
 - Responsible for operation and preventative maintenance of tub grinder
- Assists in Construction and Demolition Program:
 - Source separates usable wood, metal, and other recyclables from non-recyclable materials
 - Loads non-recyclable material into containers with skid loader and/or loader
- Participates in the Electronics Recycling Program:
 - Unloads electronics from residential and commercial vehicles
 - Loads collected electronics into containers for recycling
- Miscellaneous
 - Operates up to and including, Class B Commercial Motor Vehicles for the collection and delivery of various recycled products
 - Mows grounds utilizing small tractor with bush hog mower, garden tractor mower, push mower, and motorized trimmer
 - Keeps proper records
 - Establishes and maintains proper public relations and education
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High school diploma or general education degree (GED); or equivalent combination of education and experience which provides the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:

- This employee will be required to be fitted annually for the use of a respirator. Per OSHA Accepted Fit Test Protocols, the test shall not be conducted if there is any hair growth between the skin and face piece sealing surface, such as stubble growth, beard, mustache, or sideburns which cross the respirator sealing surface. A minimum of twenty-four hours' notice of the fitting time will be provided to allow the employee time to remove all facial hair.
- Must possess a valid Driver's License
- Must have the ability to obtain a Class B CDL with Air Brake Endorsement within six (6) months of employment

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to one hundred (100) pounds.
- The employee must be able to frequently lift and work with up to fifty (50) pounds.
- The employee must be able to continuously lift and work with up to twenty (20) pounds.
- Must have the ability to work both in and out of doors in all weather conditions, in high places, in confined spaces, in dusty environments, in high noise levels, and in moderate traffic.

Other Skills and Abilities:

- Basic knowledge of principles, methods, goals, and objectives of Solid Waste Management Programs
- Minimum knowledge of equipment, materials, and facility care and maintenance
- Ability to understand and follow simple oral directions
- Ability to communicate effectively with general public and maintain good public relations
- Ability to perform heavy lifting and manual work for extended periods of time while being exposed to dirt and inclement weather
- Ability to use hand tools such as picks, shovels, saws, hammers, axes, and chisels
- Ability to work in confined spaces and at considerable heights
- Ability to wear a respirator