

# **SOUTH TAHOE REFUSE COMPANY, INC.**

## **RECYCLE CENTER ATTENDANT/WEIGHMASTER**

### **PRIMARY FUNCTION**

Provides assistance to the public utilizing South Tahoe Refuse Recycling Centers, sorts and processes materials, and completes related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Recycling Center Floor Supervisor and Recycle Center Manager and from other management staff.

### **ESSENTIAL DUTIES**

The following duties are examples of typical, essential tasks for this position. Duties may include, but are not limited to, the following:

- Assist customers at the Recycling Center in a courteous manner, provide information on services, and assist the public in unloading and weighing recyclable material;
- Sort materials according to type and color, weigh and condense into storage receptacles, following internal accounting controls for all materials received;
- Provide scale weight ticket for redemption of materials in accordance with California Department of Conservation, Division of Recycling, rules and regulations;
- Operate various pieces of mechanized machinery, including glass crusher and aluminum baler, in a safe and competent manner;
- Observe facility operations to identify safety concerns, provide input regarding safety issues, initiate corrective action to resolve immediate problems, provide input for corrective action for long term safety issues, and report all injuries and unsafe conditions to department supervisor;
- Assist in maintaining the organization of the recycling center work areas, dispose of materials and debris in an appropriate manner, so that ongoing cleanup is achieved;
- Perform routine facility maintenance and housekeeping, shovel snow and de-ice walkways and work areas;
- Utilize proper safety precautions related to all work performed, maintain compliance with safety procedures, including personal safety clothing and equipment requirements, lock-out/tag-out procedures and all hazardous and bio-hazard waste procedures.
- Perform related assignments associated with Recycling Center and refuse disposal operations.

## **QUALIFICATIONS**

### **Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills and abilities described below, necessary for satisfactory job performance, such as one-year experience in a service industry, customer/public contact experience desirable. Employee must satisfactorily demonstrate possession of required knowledge, skills and abilities during a prescribed probationary period and must continue to maintain these attributes throughout the duration of employment.

### **Knowledge, Skills and Abilities**

#### **Knowledge of:**

- Recycle Center facility operations and requirements, including Department of Conservation, Division of Recycling rules and regulations and Company internal accounting controls;
- Hazards and safety precautions applicable to all job assignments, including, but not limited to, handling materials in a safe manner, hazardous and bio-hazardous materials identification and handling, company rules, and working with machinery and equipment;
- Purposes and uses of a variety of mechanized equipment, hand and power tools, and vehicles.

#### **Ability to:**

- Deal with a broad range of people in a courteous, tactful and fair manner;
- Perform assigned tasks in a safe manner, abide by safety rules, observe and identify safety hazards to self and co-workers, and effectively resolve safety hazards of an immediate nature;
- Operate mechanized equipment and vehicles in a safe and prudent manner;
- Perform physical labor for extended periods of time under difficult conditions;
- Recognize, detect, and report hazardous and bio-hazardous materials;
- Understand and carry out oral and written directions and effectively communicate oral directions to co-workers and to the public;
- Establish and maintain cooperative relationships with supervisors, other employees, and the public;
- Maintain accurate records and accurately perform mathematical calculations, in accordance with Department of Conservation, Division of Recycling and internal accounting controls;
- Remain alert and responsive to Recycling Center facility operations.

## **EXAMPLE OF EQUIPMENT USED**

Operates mechanized equipment, including glass crusher and aluminum baler, operates vehicles, including trucks, and may operate forklift equipment with proper certification. Performs tasks in immediate proximity to mechanized and motorized vehicles and equipment.

## **ENVIRONMENTAL CONDITIONS**

Work is performed both indoors and outdoors, mainly on a ground floor level, in a large, open facility in both hot and cold weather. Temperature extremes will vary depending on seasonal exposure. Both stationary mechanized equipment and heavy motorized equipment and vehicles operate within and around the facility on an ongoing basis, creating noisy and dusty conditions. There is potential for exposure to oily, wet and icy surfaces, gasses, chemical and particulate irritants, airborne pathogens, bio-hazard materials, and hazardous waste materials, such as motor oil, solvents, cleaners, batteries and chemicals. This position involves working closely with others. Equipment at the job site presents an exposure to moving and vibrating equipment, noise and dust, as well as occasional mechanical and electrical hazard.

Standing and walking is required for continuous periods of up to 7.5 hours during an 8 hour shift. The normal time spent in the performance of tasks without a break is 2 hours, at which time a 15-minute break or half hour lunch period is provided. Safety equipment is available to each employee and its use is mandatory for specific tasks.

## **PHYSICAL DEMANDS**

### **Requirement**

May be required to pass a pre-employment physical examination by a company physician based on this job description and subsequent physical evaluations as may be deemed necessary, must pass a pre-employment drug screen and participate in the ongoing company drug testing program.

### **Hearing**

Normal hearing and ability to speak clearly to communicate with co-workers and the public under active, noisy conditions. Hearing must also be adequate to distinguish direction from which sound emanates.

### **Vision**

Normal, corrected vision is necessary on a continuous basis for the majority of all duties.

### **Coordination & Dexterity**

Finger dexterity and arm-hand steadiness to work accurately and efficiently with tools and equipment. Must have coordination and ability to balance for periods while moving throughout the Recycling Center facility, up and down stairs, over objects and on uneven surfaces. Must be able to bend, stretch and reach on a regular basis, such as to remove boxes and bags of glass from vehicles, stack containers, clear debris and lift awkward objects. Must have sufficient range of motion to lift arms to shoulder height, and above and below, for such activities as loading glass into crusher equipment and picking up debris.

### **Physical Strength**

Must have muscle force to lift and carry heavy objects ranging up to 40 pounds and to leverage, push and pull heavy objects ranging up to 75 pounds and the trunk strength and stamina for continuous bending, twisting, pulling, walking and standing during regular shift.