

# Murray County Position Description

**Classification:** Recycling Center Worker

**Department:** Environmental Services

**Reports to:** Recycling Center Foreman

**Location:** Tri-County Recycling Center

**Supervises:** No direct reports

**FLSA Classification:** Hourly/Non-Exempt

## Position Summary

This position is responsible for receiving and sorting recyclable materials into a homogenous, marketable product, via the use of platform scale, sorting table and baler. This position requires working in a timely matter and dealing with independent situations to keep up with the constant delivery of commingled recyclable material.

<b>Essential Duties and Responsibilities</b>	<b>%</b>
<p><b>Operate conveyor and baler for bulk shipment of plastic and paper products</b></p> <ul style="list-style-type: none"> <li>• Run conveyor and glass crusher to reduce shipping space for different colored glass;</li> <li>• Sort commingled recyclable material into homogenous bulk shipments.</li> </ul>	55
<p><b>Operate forklift and equipment</b></p> <ul style="list-style-type: none"> <li>• Operate and maneuver forklift to unload trailers, move recyclable materials within the building and load trucks;</li> <li>• Bale material in accordance with shipping requirement;</li> <li>• Carry out regular preventative maintenance of forklift and equipment.</li> </ul>	25
<p><b>Maintain records and facility</b></p> <ul style="list-style-type: none"> <li>• Record weights from a platform scale</li> <li>• Complete necessary janitorial services to keep the facility clean and orderly</li> </ul>	15
<p>Other duties as apparent or assigned.</p>	5
<p>The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).</p> <p>If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.</p>	

## Qualifications

**Education:** Minimum of a High School diploma/GED

**Requirements:**

- Ability to perform basic math;
- Ability to follow oral and written instructions from supervisor;
- Ability to communicate effectively with the public and co-workers;
- Must be have or be able to obtain within 3 months of employment a forklift certification;
- Valid MN Driver's License;

### **Physical Demands and Working Conditions**

- Requires incumbent to be exposed to situations involving risk due to exposure to disease that are associated with waste such as unmarked containers with medical syringes, sanitary napkins and unrinsed or leftover products.
- Incumbent may be exposed to: dust, fumes, chemicals, noise, vibration, infectious diseases, pressurized equipment, explosive materials, burning materials, moving objects, heat, cold, wetness, humidity and marked changes in temperature.
- This position must be aware of surroundings to avoid flying glass or loud noises that are associated with the crushing of glass and running of equipment.
- Activities that occur frequently are: sitting, handling, using both feet, talking, hearing, concentrating, using effective time management skills, using far vision, depth perception, accommodation, color vision, and peripheral vision.
- Activities that occur occasionally are: walking, standing, bending, squatting, pushing, pulling, climbing staircases, climbing heights, reaching straight, above and below shoulder level with both shoulder individually or at the same time, using fingers, using fine manipulation, using sense of touch, using near vision, using analytical ability, communicating verbally, working with interruptions, and using effective organizational and interpersonal skills.
- Activities that occur infrequently are: crawling, crouching, kneeling, twisting and smelling.
- Vision requirements are close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- This position requires weight to be lifted or force to be exerted up to 50 pounds on a regular basis, up to 100 pounds occasionally and more than 100 pounds rarely.

### **Equipment Utilized**

- Majority of the time is spent operating equipment (forklift, baler with conveyor, glass crusher with conveyor, overhead door, and platform scale. This position must be able to use and maintain and repair equipment.
- This position will use a computer, calculator, phone/fax machine.
- Ability to operate a vehicle.