



**Job Title:** Recycling Center Worker  
**Department:** Public Works - Street  
**FLSA Status:** Non-Exempt, Hourly, Part Time  
**Revised Date:** See Below

**Accountability**

Under the direction of the Street Superintendent.

**Job Summary**

Under general supervision, performs semi-skilled work in the operation and maintenance of the City Recycling Center during open hours.

**Essential Job Functions**

May open or close the recycling center, depending on established hours; receives and/or carries recyclable materials from vehicles and properly sorts; operates crushing and bailing equipment in the processing of recyclable materials; loads recyclable materials onto recycling trailers for pick up by marketing companies—informs Street Superintendent when recycling trailer exchange is needed; informs Street Superintendent of wiring and pallets needed for recycling; trains volunteer labor in proper procedures for receiving and sorting recyclable materials and in the operation of various equipment as appropriate; keeps records on volume of recyclable materials received and sold to marketing companies.

**Additional Duties and Responsibilities**

Performs routine maintenance and minor repair work on recycling center building and equipment as needed; maintains recycling center buildings and grounds; operates power equipment for grass trimming.

**Knowledge, Abilities and Skills**

Ability to climb up and down, balance, and work in a stooped, kneeled or crouched position for an extended period of time; ability to perform moderately heavy manual tasks requiring the full range of body movements—lifting/carrying up to 30 lbs, pulling, pushing; ability to operate a variety of equipment used in processing and handling recyclable materials; ability to inspect equipment to ensure it is safe and in proper working condition; good oral communication skills required to effectively communicate with the public and train/supervise volunteers; ability to regularly work Saturday mornings as needed.

**Education and Experience**

None. Some experience as laborer/maintenance worker of grounds, buildings and other facilities preferred.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.

Job Description Revision Approved:

  
City Administrator

3/2/22  
Date