

Keep Pearland Beautiful (KPB)

Classification Description

Classification Title: RECYCLING CENTER ATTENDANT

FLSA Status: Non-Exempt

General Statement of Job

The Recycling Center Attendant provides recycling assistance to customers by helping sort recyclables and hazardous waste, maintaining the recycling center, and answering customer questions.

Specific Duties and Responsibilities

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Essential Functions

Meet and greet customers as well as assist with customer questions and concerns about the recycling center.

Collect and process recycling commodities.

Operate machinery such as the paper shredder and compactor.

Operate forklift to dump tilt hoppers where recyclables are stored.

Clean and organize the recycling shop and maintain the building's image.

Assist Coordinator with inputting and processing purchase orders.

Enter and update record/logs of recycled materials.

Assist Coordinator in maintaining a clean, safe working environment.

Assist Coordinator with the Household Hazardous Materials Program: collect, sort, store, and ship hazardous materials in accordance with State and Federal Regulations.

Help with the BOPA program: collect, record, store, and ship batteries, oil, anti-freeze, and paint.

Latex Paint Reclamation: sort, store, and mix latex paint. Release the reclaimed paint to citizens for their use.

Flammable Paint Collection: sort and store oil based paint to use in the Graffiti Abatement program.

Contribute to team effort by performing other related duties as assigned by Coordinator.

Education, Experience, and Licenses

High school diploma or equivalent preferred.

Valid, Class "C" Texas Driver's License required.

Machinery certification and Hazmat License preferred.

Knowledge, Skills, and Abilities

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

To perform this job successfully, an individual should have basic knowledge (at minimum) of Microsoft Word and Excel.

Ability to effectively interact with all levels of employees and the general public.

Ability to present and maintain a positive image of Keep Pearland Beautiful at all times.

Ability to fulfill requests or otherwise provide services, accurate information or assistance in a courteous and timely manner.

Ability to actively listen and demonstrate competence and interest to the general public, citizens, and co-workers.

Basic knowledge of general office equipment and procedures such as filing, bookkeeping, posting, and maintaining records.

Knowledge of English grammar, punctuation, spelling, and good numerical skills.

Ability to operate a variety of office equipment, including but not limited to: PC, fax machine, calculator, telephone, and copier.

Ability to operate forklift, compactor, baler, bulb crusher, glass crusher, cement mixer, and shredder.

Physical Demands/Work Environment

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to handle or feel. The employee must be able to hear. The employee must be able to read, write, and speak English. The employee is frequently required to be on their feet for extended periods of time; walk; sit; reach above their head with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must occasionally lift be able to lift and/or move up to 40 pounds throughout the work shift. Specific vision abilities required by this job include

close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is noisy. The environment may expose the incumbent to hazardous, heavy, and/or sharp materials. Work is performed in an outside environment.

ADA/EEO Compliance

Keep Pearland Beautiful is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, KPB will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Formal application, rating of education and experience; oral interview, reference and criminal background checks, Human Performance Evaluation (HPE) and drug screens are required. In addition, job related tests are also required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between Keep Pearland Beautiful and the employee and is subject to change by Keep Pearland Beautiful as the needs of KPB and requirements of the job change

Incumbent

Date

Executive Director

Date

Last revised October 2015