

Beaver County, Pennsylvania

**POSITION TITLE: M-3 Recycling Technician
DEPARTMENT (S): Department of Public Works
LOCATION: Sustainability and Waste Management**

**There is currently one (1) full-time M3 position open within the Department of Public Works.
The position is 40 hours per week at \$28.41 per hour.**

**THE DISCRETION OF THE BEAVER COUNTY BOARD OF COMMISSIONERS WILL
DETERMINE WHEN THE POSITION WILL BE FILLED**

GENERAL DESCRIPTION OF DUTIES

This position is responsible for work overseeing County recycling efforts and recycling center operations. Work includes coordinating recycling efforts and educating the public, townships, boroughs and commercial/institutional establishments regarding recycling. Work also involves operation of trucks, forklifts, pay loaders and related equipment to load and haul recycled materials. Work is performed under the general supervision of the Director of Sustainability and Waste Management. Performs related work as directed.

ESSENTIAL FUNCTIONS

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.

Provide site maintenance including buildings and grounds.

Maintains vehicles and equipment.

Performs general carpentry work such as building steps and railings for recycling containers and worm composting bins; may perform some minor electrical work.

Empties recycling boxes with roll-off truck; hauls processed materials; loads tractor-trailer with forklift. Loads compost and off loads residential electronics.

Educates and assists the public, townships and boroughs and commercial/institutional establishments on County recycling programs; coordinates and explains what materials and how materials are to be recycled; attends class rooms, fairs and recycling events.

Operates the County's Shred truck and vertical baler.

Performs data entry, recyclable materials tracking, invoicing and solicitation of recycling reports in compliance with Department programs.

Develops and implements recycling drop-off programs; coordinates brush and recycling sites; organizes trailers and boxes for recycling sites.

Trains, assigns and inspects the work of full-time and part-time workers, seasonal and juvenile helpers assigned to the recycling program; assists as needed at the brush-site operation.

Washes, paints and greases recycling containers and vehicles.

Assists with and participates in Department special events including HHW, River Sweep, Illegal dumping clean ups, etc.

Ability to work evenings and weekends as necessary.

M3 Recycling Technician

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by up to two (2) years previous experience and/or training involving equipment operation; or an equivalent combination of education, training, and experience. Experience in waste management is preferred.

SPECIAL REQUIREMENTS, LICENSES, REGISTRATIONS

A valid Pennsylvania State Driver's License. A valid CDL License within one year, class B minimum. A skills aptitude test will be given by the County. An individual must complete all tasks successfully and answer correctly 80% of the written questions.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of a moderate weight. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed with mild exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards,

M3 Recycling Technician

animals/wildlife, toxic/poisonous agents, violence, disease or pathogenic substances. Involves indoor and outdoor work in all weather conditions.

Attendance: Regular attendance is required, evenings and Saturdays as necessary.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.