

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: RECYCLING CENTER ATTENDANT

TITLE #: 1527

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of a variety of tasks related to the day-to-day operation of a recycling center. Work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs the public bringing recyclables to correct disposal areas;

Inspects materials to ensure household trash is not included with recyclables;

Sorts loads that are left when center is closed, separating out non-recyclable materials for disposal in dumpster;

Notifies office of Town Supervisor of recycling center infractions and, when available, reports names and addresses of those committing infractions;

Notifies office of Town Supervisor when newspaper trailer is full so that arrangements can be made for removal and replacement of container.

WHEN ASSIGNED TO A SCHOOL DISTRICT:

Drives school vehicle and transports recyclable materials, prepared foods, and supplies to the district recycling center, satellite cafeterias, etc;

Operates recycling machine and keeps recycling machine and surrounding area clean;

Receives, dates, and rotates cafeteria storeroom supplies;

Stocks and monitors status of vending machines;

May perform custodial duties on a substitute basis.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of materials acceptable for recycling; ability to work without immediate supervision; ability to deal with the public; dependability; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

SPECIAL REQUIREMENT: May be required to possess and maintain a valid driver's license in a class determined to be appropriate by the appointing authority at time of appointment.

JURISDICTIONAL CLASSIFICATION: Labor

REVISED: 8/14/14 AT