

## SUSQUEHANNA COUNTY POSITION DESCRIPTION

**TITLE:** RECYCLING TECHNICIAN  
**DEPARTMENT:** RECYCLING  
**LOCATION:** RECYCLING CENTER  
**REPORTS TO:** PROCESSING/SHIPPING MANAGER & RECYCLING/SOLID WASTE COORDINATOR  
**RATE:** \$15.06/HOUR  
**POSITION STATUS:** PART-TIME, UNION-ELIGIBLE

### **GENERAL:**

Work in the operation of the Recycling Center which requires knowledge of the daily operation procedures including safe and efficient operation of recycling equipment. Work is usually performed with minimum supervision. Ability to unload and process recycled material, dealing with and providing assistance to members of the public, and light office duties.

### **Minimum Requirements:**

- Education/ Training: A high school diploma or equivalent
- Must have a valid driver's license
- Work Experience: Physical labor, data entry, time management

### **Knowledge, Skills, and Abilities:**

- Ability to operate a forklift and skid steer equipment.
- Ability to effectively communicate with and assist people at all levels up to and including the public, truck drivers, business owners, inmates, etc.
- Ability to assist members of the public, haulers, drivers, and business owners.
- Ability to professionally deal with hostile members of the public.
- Ability to complete tasks with multiple interruptions.
- Ability to perform basic mathematical calculations
- Ability to travel to the Courthouse and other businesses as required.

### **Duties and Responsibilities:**

The Recycling Technician will assist the Processing Manager in all his duties including but not limited to filling his position during times of absence and the following:

- Maintain, operate, and oversee operations of the Recycling Center equipment and machinery.
- Responsible for safe and proper operation, preventative maintenance and preventative maintenance records of equipment and machinery.
- Responsible for implementation of safety program and compliance by the workers.
- Work with the Recycling Coordinator to review and update safety programs as needed.
- Maintain Residential Drop Off Area
- Assist Haulers and Commercial businesses with tipping loads.
- Obtain Weighmaster License, weigh vehicles, and process intake records as necessary.
- Assist the public as needed.
- Processing of recyclables for shipping by ensuring sorting and baling according to market specifications.
- Responsible for materials shipped meeting market requirements.
- Responsible for communicating with market brokers.
- Maintain inventory and arrange for pickups and shipping.
- Obtain purchase order information for all materials shipped.
- Load trucks for market.
- Operate collection programs by arranging pickups, driving truck, loading and unloading truck, and preparing and maintaining necessary paperwork.
- Participate in the Annual Tire Collection program.
- Keep time records of community service volunteers.
- Grounds keeping and Clean Up at the Recycling Center
- Other duties as required by Supervisor.

**Required Certifications:**

- A valid PA driver's license
- Must be certifiable by the state as a Weighmaster

**Physical Requirements:**

This is a physically demanding job. Must be able to lift 50 pounds. Must be able to remain active for long periods of time

**DISCLAIMER:**

The above statements are intended to describe the general nature of and level of duties being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required to perform this position.

**I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THIS POSITION AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.**

Date: \_\_\_\_\_

\_\_\_\_\_  
**Signature Employee**

Date: \_\_\_\_\_

\_\_\_\_\_  
**Signature Department Head**

**In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.**