

## SUSQUEHANNA COUNTY POSITION DESCRIPTION

**TITLE:** RECYCLING MAINTENANCE SPECIALIST/MATERIAL HANDLER  
**DEPARTMENT:** MAINTENANCE  
**LOCATION:** SUSQUEHANNA COUNTY RECYCLING CENTER  
**REPORTS TO:** RECYCLING COORDINATOR  
**SUPERVISES:** NONE  
**POSITION STATUS:** UNION-ELIGIBLE  
**PAY GRADE:** 3

### **General Summary:**

The Recycling Maintenance Specialist/Material Handler is responsible for supporting daily facility operations by performing a variety of maintenance tasks and assisting with the handling and processing of recyclable materials. The employee will perform regular maintenance and care of the buildings and grounds. These will include preventative maintenance as well as diagnostic procedures as issues arise. The ability to work independently, manage multiple tasks, and communicate all needs and concerns to the manager daily is necessary.

The nature of the position will require a good understanding of general maintenance practices and safety procedures.

### **Minimum Requirements:**

- Education/Training: High School Diploma or GED equivalent.
- Working knowledge of, and basic skills with, computer systems.
- Work Experience: Two years of experience working in general contracting, electrical work or apprenticeship, maintenance and/or general construction, or any combination that would fulfill same.
- Must possess VALID PA Drivers' License

### **Knowledge, Skill and Abilities:**

- Knowledge of basic preventative maintenance, carpentry, remodeling, plumbing, lawn care, snow removal, and painting.
- Ability to work independently, or as part of a team, with a minimum of supervision.
- Knowledge of necessary safety precautions/standards and able to conduct work within said standards
- Skilled in the use of hand and power tools.
- Ability to operate a fork lift and skid steer equipment.
- Ability to work well with others, sometimes in close proximity or under difficult conditions.
- Ability to assist members of the public, haulers, drivers, and business owners.
- Ability to complete tasks with multiple interruptions.
- Must possess general computer related skills.

### **Duties and Responsibilities:**

The following list is not exhaustive. It is intended to be a guide only as to the type of work required:

- General electrical work in and on County properties and grounds.
- General maintenance and repair of buildings.
- General landscaping and groundwork.

- Repair and maintain County equipment including, but not limited to, weed eaters, garden tractors and minor vehicle repairs as needed or directed.
- Change filters in HVAC units every 6 months.
- Check drive belts on HVAC units quarterly.
- Monitor and maintain sewage system.
- Monitor heating and water in trailers and cubicles in lot.
- 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 are according to market specifications.
- Load trucks for market.
- Any and all other duties as required or assigned by the Department Head.

**Physical Requirements:**

- Work is performed both inside and outside in varying conditions including wet, humid, extreme heat or extreme cold environments.
- May be required to stand, walk, use hands and arms to operate tools and equipment, climb, stoop and lift or carry heavy objects up to 75 pounds.
- May be exposed to excessive dust, mold or mildew; may be exposed to fumes, airborne particles, toxic and/or caustic chemicals.

**Special Requirements:**

- The applicant must pass the pre-employment required screening;
  - a. background check with results indicating there is no record of criminal convictions;
  - b. drug screen with negative results;
  - c. providing documents as required by Homeland Security for the I-9 process
- The applicant must meet and comply with Susquehanna County's Employment Policies.

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**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.*