

**JOB TITLE:   PROCESSING CENTER COORDINATOR**

**DEFINITION**

To coordinate and operate the City's recycling materials recovery facility located at the Municipal Service Center; to oversee the sorting, baling, and marketing of materials collected in the City's recycling programs; to perform preventive maintenance and modification on process area equipment; to coordinate, direct, and evaluate temporary workers and other employees as assigned; to coordinate the work of volunteers.

**DISTINGUISHING CHARACTERISTICS**

This job class functions at an advanced journey level of classification and receives limited supervision within a framework of standard policies and procedures, and is expected to act in a lead capacity.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Solid Waste Division Manager.

Exercises direct supervision over assigned staff and volunteers.

**EXAMPLES OF ESSENTIAL DUTIES** (Duties may include, but are not limited to, the following:

- Operates equipment such as balers, forklifts, loaders, crushers, conveyors, and roll-off trucks to process, sort, stack, and move recyclable materials requiring lifting, carrying, and pushing and pulling weights up to 50 lbs.
- Performs preventive maintenance on processing area equipment requiring bending, climbing, squatting, grasping, and fine hand manipulation
- Maintains inventories and orders spare parts and supplies requiring the use of a telephone and writing skills
- Recommends and fabricates improvements to processing equipment
- Maintains records on processing area equipment
- Maintains the used oil storage area
- Coordinates and performs litter control and general maintenance of processing area
- Coordinates delivery/unloading of recyclable materials with vehicle operators
- Coordinates the purchase of materials from private recyclers
- Identifies buyers for recyclable materials; schedules pick-up of materials with buyers
- Processes invoices, bills of lading and other materials sales paperwork
- Monitors receipt of payment for all recyclable materials sold by City
- Compiles data; produces reports regarding type and quantity of materials processed requiring the use of fine hand manipulation for keyboard use
- Monitors processing area activities to insure compliance with safety regulations and other city policies and procedures
- Ensures compliance with State and Federal recycling regulations in assigned area
- May supervise volunteers, temporary workers or other employees as assigned

## Processing Center Coordinator - 2

### OTHER RESPONSIBILITIES

- May assist in container repair area
- Performs related duties as assigned

### EMPLOYMENT STANDARDS

#### Knowledge of:

- the equipment, techniques, and tools used in the operation of a recycling processing center
- the types of materials and quality specifications that can be recycled
- procedures used to sell and transport recyclable materials on the open market
- database, spread sheet and word processing software for personal computers
- State and Federal recycling regulations relating to materials processing and sales
- safety programs and practices
- employee training, evaluation, and discipline

#### Ability to:

- properly and safely operate the full range of processing area equipment
- perform maintenance and modification on processing area equipment
- resolve technical problems in processing area
- perform physical tasks involving frequent bending, lifting, carrying, pushing and pulling of weights up to 50 pounds
- hear and distinguish various sounds, such as voices of co-workers in noisy environments
- use telephone and write or use a keyboard to communicate through written means
- understand and carry out oral and written directions independently
- plan, coordinate, direct and review the work of others
- effectively train others to safely and correctly perform tasks in processing area
- prepare and maintain accurate records, logs, orders, and reports
- act in courteous and diplomatic manner with members of the public
- work outdoors in adverse weather conditions
- establish and maintain effective work relationships with those contacted in the performance of required duties

Training and Experience: Any combination of training and experience which would provide the knowledge, skills, and abilities listed is qualifying. A typical way to obtain this knowledge, skills and ability would be:

- High school graduation or tested equivalent
- One year of experience in the processing of recyclable materials
- Three years of experience maintaining and repairing mechanical equipment

### LICENSE AND CERTIFICATE

- a valid Class C California Driver's license and a safe driving record
- a current Forklift Operator Certificate

