

# City of Watsonville



## Job Description

**JOB TITLE:** Waste and Recycling Center Worker I/II/III

**DATE APPROVED:**

**DEPARTMENT:** Public Works and Utilities

**SUPERSEDES:** N/A

**REPORTS TO:** Waste and Recycling Center (WRC) Supervisor, Integrated Waste Supervisor

**SUPERVISION:** N/A

**EMPLOYEE UNIT:** OE3

**FLSA:** Non-Exempt

### **JOB SUMMARY:**

To characterize waste, inspect loads, collect fees, process and perform a variety of related duties necessary to maintain the Waste and Recycling Center and Solid Waste Division in a safe, compliant, and efficient manner. This includes admitting members of the public to the Waste and Recycling Center, and dispose, sort, and process solid waste materials. The Waste and Recycling Center Worker II job classification also includes the ability to operate a roll-off and container truck.

### **DISTINGUISHING CHARACTERISTICS**

#### **Waste and Recycling Center (WRC) Worker I**

This is an entry level position in the Solid Waste Division. Employees in this job class are typically assigned to various duties in the Waste and Recycling Center, Container Repair Shop and other Solid Waste Division operations. Employees in this classification may be assigned other duties as necessary. Employees in this classification receive close supervision within a framework of well-defined policies and procedures.

#### **Waste and Recycling Center (WRC) Worker II**

This is the second tier within the classification. Employees in this job class may operate a roll-off truck, operate a container truck and perform various duties in the Waste and Recycling Center, Container Repair Shop and other Solid Waste Division operations. Employees in this classification receive supervision within a framework of well-defined policies and procedures. May be assigned, as needed, to operate roll-off, rear-loader, container truck and/or sweeper.

#### **Waste and Recycling Center (WRC) Worker III**

This is the third tier within the classification. Employees in this job class perform all the duties and functions of a II and operate a roll-off truck, sweeper, container truck, and rear-loader. Employees will be assigned, on an as needed basis, hauling duties at the landfill and general support activities; and back-fill roll-off, container, and miscellaneous routes. May act as a Lead overseeing the Waste and Recycle Center operations.

**EXAMPLES OF ESSENTIAL DUTIES:**

Duties may include, but are not limited to, the following:

- Open gates to the Waste and Recycling Center for business and lock gates at end of day
- Inspect all incoming loads for compliance with the City's acceptable materials list
- Operate a computer to verify customer residency, run reports and record waste origin
- Operate a cash drawer for handling money, checks and generating receipts
- Counts money, balances register and completes end-of-day reports, deposits cash at appropriate assigned location
- Sort, move, stack and store recyclable and non-recyclable materials
- Identify materials such as: plastics, paper, metal and wood
- Clean a variety of solid waste equipment including, but not limited to, processing equipment, carts, containers, facility grounds and vehicles
- Perform litter removal, weed abatement, enclosure cleaning, etc.
- Operate a forklift, loader and excavator
- Operate baler
- Identify, sort, label/tag and pack household hazardous waste, tires, oil, electronic waste, recyclables
- Report quantities/volumes of appropriate waste materials
- Greet, handle and direct customers of the Waste and Recycling Center to their appropriate disposal area
- Attend all city mandatory training
- Perform other duties as assigned
- Perform other duties as assigned.

**Waste and Recycling Center (WRC) Worker II**

(In addition to the above duties and requirements)

- Ability to operate a roll-off truck, rear loader and container truck
- Operate loader, excavator and other solid waste equipment, as necessary

**Waste and Recycling Center (WRC) Worker III**

(In addition to the above duties and requirements of a I and II)

- May act in a lead capacity, when needed, and will be principally relied on to operate equipment identified in the Distinguishing Characteristic

**EMPLOYMENT STANDARDS****Knowledge of:**

- Safe work practices
- Handling procedures for household hazardous waste
- Safe driving skills
- Basic computer operations
- Customer service skills and practices
- Basic records maintenance including manifests, labels, tags, charts

**Ability to:**

- Communicate effectively to solve customer service challenges in accordance with City standards
- Perform basic mathematical computations accurately
- Count money quickly and accurately
- Operate a cash drawer and receipt system
- Read and write effectively
- Enter data into a computer and generate reports
- Understand and follow oral/written instructions
- Exercise sound judgement
- Safely and effectively perform required duties
- Establish and maintain effective and respectful working relationships with those contacted in the performance of required duties
- working relationships with those contacted in the performance of required duties

**PHYSICAL REQUIREMENTS:**

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to drive a vehicle, as well as proper entering and exiting of appropriate vehicles
- Ability to climb and descend stairs and ladders
- Ability to perform bending and twisting motions to reach equipment in work areas
- Perform physical labor such as lifting, pulling and pushing up to 50 lbs.
- Bending, squatting, twisting, turning, stooping and reaching overhead to handle materials, equipment and pick-up litter
- Ability to wear proper PPE including: uniforms, hard hat, safety glasses, safety boots, gloves, hearing protection and dust masks
- Ability to walk on uneven surfaces and stand for long periods of time
- Ability to reach above and at shoulder height
- Ability to lift up to 50 lbs.
- Ability to stand for extended periods of time
- Distinguish colors, symbols such as colored medical waste containers and recyclable materials
- Hear and distinguish various sounds such as the voices of the public, co-workers in a noisy environment
- Work outdoors in variable weather conditions for up to 8 hours
- Work in conditions such as: high noise levels, strong and unpleasant odors, vibration from equipment and dust from various materials
- Keep a clean workplace and environment

**TRAINING AND EXPERIENCE:**

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- High School Degree or GED

- Fluency in English and Spanish is desirable

**Waste and Recycling Center (WRC) Worker II**

(In addition to the above duties and requirements)

- Two years' experience as a Waste and Recycling Center Worker I

**Waste and Recycling Center (WRC) Worker III**

(In addition to the above duties and requirements of a I and II)

- One years' experience as a Waste and Recycling Center Worker II

**LICENSE & CERTIFICATION:**

- Possession of a valid California Class C Driver's license and a safe driving record
- 40 hr. HAZWOPER Certificate must be attained within 12 months of hire

**Waste and Recycling Center (WRC) Worker II**

(In addition to the above duties and requirements)

Possess and maintain a valid California Class B driver's license and a safe driving record

**Waste and Recycling Center (WRC) Worker III**

(In addition to the above duties and requirements of a I and II)

Possess and maintain a valid California Commercial license with a Tanker Endorsement within 12 months of hire and a safe driving record