

CITY OF BROOKLYN

An Equal Opportunity Employer

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POSITION DESCRIPTION

Position Title:	Recycling Assistant	Employee Name:	
Class Title:	Recycling Assistant	Class Number:	
Dept./Div.:	Service	Civil Service Status:	Seasonal-Intermittent
Reports to:	Foreman	FLSA Status:	Non-Exempt

JOB RESPONSIBILITIES:

Under moderate supervision provides education and feedback to residents on their compliance to recycling requirements/standards.

QUALIFICATIONS:

High school or GED preferred; or equivalent combination of education, training, and experience necessary to perform essential functions of position.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

- 80- 1. Each morning employees will open the recycling carts on the route for that day and, without touching the recycling, will inspect and determine if the resident is in compliance with recycling standards. If the resident is not in compliance, employee will check off the contaminant and attach the tag to the recycling cart. Employee will also roll the cart back, so it is not collected.
- 90%

- 5- 2. Employee will also note on an address list if the resident placed their cart for collection and if it was tagged.
- 10%

- 3. Maintains required licensures, certifications, etc.

- 4. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

- 5. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 1. Performs other duties as required. (5%)

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license, plus must be able to qualify for and remain insurable in accordance with the City's vehicle insurance policy.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge of: City goals and objectives;* City policies and procedures;* safety practices and procedures.

Date Adopted: _____

Developed by:

{04/28/2021 PDBKNCI 00264870.DOC}

Date Revised: _____

Clemans, Nelson & Associates, Inc.

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Skill in:

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; travel to and gain access to work site; develop and maintain effective working relationships.

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Stir Sticks, Clipboard, pens.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee: May be exposed to potentially dangerous situations; may be exposed to hot, cold, wet, humid and windy weather conditions; is exposed to dust and dirt; may occasionally encounter hostility from the general public; must be able to walk assigned route.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)

Date Adopted: _____

Developed by:

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