

FLSA STATUS	Non-Exempt	CIVIL SERVICE	Yes
UNION	Public Works	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Recycling	DEPARTMENT NUMBER	843
REPORTS TO (TITLE)	Recycling Coordinator	JOB FAMILY	Community Development
PAY GRADE	Utility Worker Demanufacturing Cert; 4	DATE OF LAST REVIEW	September 2024

NATURE OF WORK

The second level in the Recycling Center series operates the recycling center to ensure recyclable materials are sorted properly, ready to be shipped and reused. Monitors and inspects machinery and diagnoses any technical problem. Examples of the machinery and equipment operated are balers, forklift, wheel loaders, skid loaders, and/or dump trailers. Demanufactures appliances to remove hazardous components and dispose of them properly. Unloads vehicles and educates the public on the city recycling program. Loads baled recycling onto semi.

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

1. Operates recycling machinery and bales recyclables to reduce its volume and make it easier to be shipped.
2. Conducts daily equipment inspections and preventive maintenance to ensure its safe operations. Prepares and maintains various records and reports of maintenance and repair needs of equipment.
3. Performs various custodial and maintenance functions to ensure safe, clean, and orderly recycling facilities. Mows grass. Clear up snow and ice from roads and ways, as needed.
4. Operates equipment, vehicles, and trucks such as tractors, and pushers; balers, wheel loaders, skid loaders, forklifts, and dump trailers.
5. Demanufactures appliances and complete freon recovery to properly dispose of appliances.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

N/A

SUPERVISORY RESPONSIBILITIES

Assigns work and provides work direction as a "lead worker" for part-time, temporary or contract employees

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High School Diploma or equivalent G.E.D.

AND

One (1) year of experience of machinery maintenance and repairs.

Specialized/Technical training in welding and/or auto mechanics is desirable

LICENSING / SPECIAL REQUIREMENTS

Valid driver's license

- Possess and maintain valid Commercial Driver's license "Class A" along with Air Brake Restriction removed and tanker endorsement added
- Must obtain within six months of employment (dependent on availability of training program)

Iowa Appliance Demanufacturing Certificate

- must be obtained within 24 months of appointment (may be extended due to availability of training)

DNR Hazardous Materials Certificate

- must be obtained within 24 months of appointment (may be extended due to availability of training)

SKILL / ABILITIES REQUIREMENTS

- Ability to operate, maintain and diagnose recycling plant equipment, tools, and vehicles.
- Ability to apply recycling and occupational hazards and safety rules, regulations, and precautions.
- Communication skills when dealing with the public and partners visiting the recycling center. Educate the public about the recycling programs, its rules, and requirements, as needed.
- Ability to keep logs and work records.
- Ability to do mathematical equations.
- Knowledge of computers and relevant software (ex.: Microsoft Office).

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, reaching, standing, walking, lifting, grasping, talking, hearing, seeing, and performing repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats as needed.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Extreme temperatures
- Intense Noise
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

POSITION ASSESSMENTS

Cognitive

- Criteria Mechanical Reasoning Assessment
- Criteria Cognitive Aptitude Test

Personality

- Employee Personality Profile

Risk

- Workplace Safety Profile

Hands-on assessment in department

Interview

CLASSIFICATION HISTORY

DATE	COMMENT
December 2023	Updated per PDQ by BC
September 2024	Added CDL requirement (as previously required) by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.