

Open to the Public
December 11 – December 19, 2017

Recycling Program Aide 2 – Part-time

Primary Duties:

Responsible for: assists management with operations of the City's Recycling Drop-Off Center. This position requires a high level of positive interaction with governmental employees, private businesses, and the general public.

Salary: \$16.01 per hour

Work Schedule:

Up to 19 hours per week; flexible hours
Part-time; No benefits
Requires some Saturdays, holidays and special events

Education, Training and Experience:

- Graduation from High School or completion of a GED is required.
- A minimum of 2 year's proven ability and experience working as a Recycling Program Aide I; or a minimum of 3 years' experience working at a recyclable materials processing center; and/or 5 years working in the waste and recycling industry with previous experience dealing directly with the public, operating material-handling equipment including balers, forklifts and pallet jacks is required.
- Forklift operator certification or the ability to successfully complete city-provided operator proficiency training within 6 months of hire is required.
- Must be 18 years of age or older.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.

Applications will be accepted until 5:00 PM on Tuesday, December 19, 2017.

The City Job Application and full job description are available at www.cityoflanasterpa.com/city-job-listings

The City of Lancaster is an Equal Opportunity Employer

City of Lancaster Job Description



Job Title: **Recycling Program Aide 2**
Department: **Public Works**
Job Grade: **24 - Bargaining**
Reports To: **Manager, Solid Waste & Recycling**

Job Code: **6537**
FLSA: **Non-Exempt**
Effective Date: **2/2013**
Revision Dates: **5/2015; 7/2017; 9/2017; 10/2017**

Primary Function

Responsible for: assists management with operations of the City's Recycling Drop-Off Center. This position requires a high level of positive interaction with governmental employees, private businesses, and the general public.

Principle Duties & Responsibilities

- Assists with the general operation of the Recycling Drop-Off Center.
- Interfaces positively with the public and provides assistance as needed.
- Performs manual labor to receive, sort and separate recyclables by type in preparation for storage and/or processing.
- Assists with identification, segregation, storage and preparation of recyclable materials for shipment/marketing.
- Operates equipment, including a pickup truck, pallet jack, horizontal baler, downstroke baler, yard ramp, and forklift, to process and move materials and products in Gaylord boxes and bales.
- Assists with the collection and processing of recyclable materials collected from City-owned facilities, businesses, and residents.
- Assists with maintenance of the Recycling Drop-Off Facility to ensure a neat and clean appearance both inside and outside; performs general cleaning and organization of the Recycling Drop-Off Center.
- Follows safe practices in the performance of duties and maintains Drop-Off Center in a safe condition.

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of safe practices related to Public Works.
- Proven ability to interact effectively with the general public to promote the benefits of recycling.
- Proven ability to document activities by completing simple written records including log books, reports, and manifests.
- Ability to learn to operate equipment and understand occupational hazards and implement safety precautions necessary for the proper operation of equipment used at the Recycling Drop-Off Center, including a pickup truck, pallet jack, horizontal baler, downstroke baler, yard ramp, and forklift.
- Proven ability and availability to staff the Recycling Drop-Off Center alone, as needed.
- Proven ability to be a "self-starter" and able to initiate and complete tasks as needed without direct supervision.
- Proven ability to exercise independent judgment and initiative in the performance of daily duties.
- Positive interpersonal skills are required.
- Proven ability to read, write, speak and comprehend English. Ability to read, write, speak and comprehend Spanish is desirable.
- Proven ability to understand and follow written and oral instructions.
- Proven ability to communicate effectively with the general public.
- Proven ability to multi-task in a fast-paced environment.
- Proven ability to work well under pressure and to maintain positive interactions.
- Proven ability to work as part of a team and to collaborate successfully with others.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs.
- Proven ability to commit to excellence in service and to continuous improvement.

Education, Training and Experience

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Environmental Conditions

- Indoor, but with limited environmental control (varied temperature depending on the season). (90% of the time)
- Outdoor conditions including exposure to inclement weather and extreme temperature while monitoring or cleaning up outside the building, collecting recyclables at off-site locations. (10% of the time)
- Exposure to noise, dust and pollution.

Safety Equipment Used or Needed

- Personal Protective Equipment such as hardhat, gloves, safety glasses, ear protection, rain gear, steel toed safety shoes, and rain boots, as required.

Comments

- Flexible working hours: daytime including Saturdays; varied weekday work schedule as needed to provide coverage during the normal hours of operation of the Recycling Drop-Off Center; or during times of high workload.
- Work is performed under limited supervision of management, but will be reviewed through observations and by results obtained.
- Requires lifting of up to 40 pounds to the level of a pick-up truck bed, baler, Gaylord box, or rear-load compactor truck.
- Requires use of simple cleaning tools including a broom and dust pan and desire to maintain a clean facility.
- Requires having reliable personal transportation to get to work location at designated time.
- Must be available on short notice.
- Work schedule requires some Saturdays, Holidays and special events.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.