



# TOWN OF FREEPORT

30 Main Street, Freeport ME 04032

phone: 865-4743 fax: 865-0929

[www.freeportmaine.com](http://www.freeportmaine.com)

**POSITION:** Recycling Center Attendant

**FT/PT Status:** Full Time

**DEPARTMENT:** Recycling

**SUPERVISOR(S):** Recycling Center Manager

**FLSA Status:** Non-Exempt

## **POSITION SUMMARY**

This semi-skilled position is in the operation of the Recycling Center year-round. Must be at least 18 years of age.

Operating under general supervision from the Recycling Center Manager, and in accordance with established policies and procedures, this position is responsible for instructing, directing, and assisting the facility users on the proper management of their waste, recycling, and composting. Employee must use sound judgment and initiative while working independently only referring unusual cases and problems to the Recycling Center Manager.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES\***

- Performs daily customer service in a patient, helpful, and polite manner
- Directs facility users on the proper management of their waste, recycling, and composting materials following facility operating rules and procedures as well as safety protocols
- Opens and closes recycling center according to set schedule
- Supervises separation of waste, recycling, and composting by users of the site
- Handles money and records receipts
- Explains procedures to general public; monitors cargo to prohibit disposal of prohibited materials
- Ensures safety procedures are followed; uses appropriate safety equipment during recycling center operations
- Assists in the general cleaning and maintenance of the recycling center
- Skillfully and safely operates compactors, forklift, front loader, tractor, and Town owned truck
- Maintains the grounds at the recycling center including litter picking (on site and on roadways leading to the recycling center), lawn mowing, sweeping, snow plowing, and salting
- Must be able to work Saturdays
- Other duties as assigned

*\*The above statements are intended to describe the general nature and level of work being performed by those assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

## **SKILLS/EXPERIENCE/TRAINING REQUIRED**

- Graduation from high school or equivalent. Any equivalent combination of training and experience which permits the effective performance of all job responsibilities considered.

- Hold a valid Maine Driver's License.
- Maintain a positive professional attitude with co-workers and members of the public.
- Ability to use computers and operate a cash register.
- Ability to inspect incoming user materials with attention to detail a must.
- Constant awareness of how users dispose of material to ensure proper waste disposal and recycling.
- Ability to follow instructions and work independently in the performance of duties.
- Ability to complete required annual operation and safety training provided by the Town.
- Ability to actively listen and be sensitive to others concerns, with or without being directly involved.
- Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.
- Be punctual with scheduled work and use time appropriately.
- Ability to operate equipment skillfully and safely, or the ability to learn and retain how to operate equipment skillfully and safely.
- Knowledge of hazards and applicable safety rules and regulations in equipment operation.
- Ability to understand and carry out oral and written instructions and to work independently in the performance of routine duties.

#### **WORKING CONDITIONS/PHYSICAL DEMANDS**

The working conditions/physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Working Conditions** - While performing the duties of this class, the employee must regularly use written and oral communication skills. The majority of the work is done outdoors which means exposure to extreme elements and temperatures. The employee will perform work on multiple concurrent tasks; with constant interruptions; and interact with officials and the public.

**Physical Demands** - While performing the duties of this class, the regular physical activity required includes driving, walking, standing, stooping, pushing, and pulling, working in inclement weather conditions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Regular physical effort required; the ability to lift, carry and position objects utilizing proper body mechanics and techniques, up to 50 lbs. above shoulders, lift and carry up to 50 lbs. Moderate to high exposure to injury or other hazard.

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me.*

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Employee Signature

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Date