**Job Description: Non-Union Position**

**Town of Pembroke, Massachusetts**

**Position Title**

Recycling Attendant

**Responsibilities and Essential Functions**

* Assists customers with unloading recyclable materials at assigned city facilities
* Directs and instructs customers on various recycling services and policies
* Acts as a Town representative and main point of contact for on-site customer needs, concerns and emergencies
* Performs grounds maintenance duties utilizing hand and power tools typical to grounds maintenance
* Performs minor building maintenance duties utilizing hand and power tools typical to building maintenance
* Performs routine operator maintenance on assigned portable and mobile equipment, including lawn mowers, weed cutters and trimmers and snow blowers, including cleaning, lubricating, fueling etc.
* Maintains a clean, orderly, organized, and safe public recycling facility
* Physically loads, unloads, manipulates, and manages a variety of materials
* Utilizes appropriate safety equipment and procedures
* Monitors and enforces rules and procedures with respect to requirements for acceptable recycling materials and customer activities at assigned sites
* Identifies and reports maintenance and safety needs of equipment and facilities
* Maintains clean, orderly, and safe public recycling facilities where assigned
* Assists team members where needed as needed to carry out diverse division activities

**Job Environment**

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; may be exposed to noise, fumes, and odors; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and other safety hazards due to working in and around traffic.

**Supervision**

Under the general supervision of the Collection Center Coordinator.

**Recommended Minimum Requirements**

**Education and Experience**

Typically requires one year of experience in recycling, grounds, roads, and/or building construction or maintenance work with an emphasis on public contact.

**Knowledge and Abilities**

*Knowledge*

Knowledge of the basic procedures, tools and equipment used in recycling. Basic knowledge in customer service.

*Abilities*

Provide excellent customer service. Operate a variety of hand and powered tools and equipment associated with building and grounds maintenance in a manner consistent with safety principles; operate equipment with both standard or automatic transmission; follow oral and written instructions; communicate effectively verbally; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the Town's stated mission and philosophy; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Physical Requirements**

Performs bending, squatting, kneeling, climbing, twisting, crawling and reaching both to ground level and overhead; may be required to lift and carry up to 100 pounds and/or push and pull up to 150 pounds; must hold and grip objects. Subject to working in awkward positions and periods of prolonged walking or standing.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.*