



JOB DESCRIPTION

Department	Department of Public Works
Location	Roger Prange, 8600 Green Bay Road, Pleasant Prairie WI 53158
Job Title	DPW - FT Recycling Attendant
Classification	Hourly/Non-exempt
Pay Range	\$22.86/hr. - \$28.58/hr. FT45

Job Summary

The position of Recycling Attendant reports to the Director of Public Works. The responsibilities of this position are, but are not limited to, provide accurate information and direction to residents regarding acceptable materials, provide courteous assistance to residents in disposing of yard waste and other accepted materials and in obtaining compost and wood chips, perform routine maintenance and clean-up of site efficiently and competently, properly open and secure the site each day, report any problems or concerns to management in a timely manner, direct resident inquiries or complaints to management in a timely manner, perform related work as required, and other support as assigned.

Job Duties

- Ability to communicate and interact in a professional and polite manner with Village residents and co-workers.
- Open and monitor the residential recycling center on all scheduled days. Close and lock the residential recycling center on all scheduled days.
- Perform ID checks for all drivers to ensure residents only; issue Village residential recycling center stickers to residents using Village software.
- Monitors and screens all recyclable and solid waste materials dropped off by Village residents.
- Directs traffic at drop-off sites.
- Assists the public in placing materials in proper containers; determines if waste is acceptable; sorts materials properly.
- Maintains containers to ensure adequate space for continued disposal and calls in collection requests as needed.
- Ability to make arithmetic computations.
- Operate a laptop computer and tablet and use asset management software for tracking daily work order information and be proficient in Microsoft Word and Excel.
- Perform essential job functions at a safe level with reasonable accommodation.
- Knowledge of tools and equipment used in general maintenance and perform routine maintenance tasks.
- Ability to work independently with minimal supervision and in a team environment.
- Ability to complete and maintain accurate records and reports.
- Knowledge of general safety rules and practices.
- Must understand and follow Village policies, procedures and ordinances.
- Assist other departments in Public Works when residential recycling center is in the off-season, as needed.
- Performs all other duties and functions as required or assigned.

Physical Requirements

- Essential job functions of this position require a significant amount of standing, walking, sitting, pushing, pulling, stooping, crouching, kneeling, climbing, balancing, crawling, reaching, and lifting and carrying a range of weight up to 100 pounds.
- Must be capable of physically demanding work in inclement weather for an extended period of time and in areas of noxious odors and smells, in wet or muddy areas, work in close proximity to loud and moving equipment and work in an environment where the noise level is usually moderately loud.
- Work hours may vary and are required to be worked when the Residential Recycling Center is open. Evening and Saturday hours are required.
- Must be available for overtime work and emergency call-out duty; serve on the "On Call" list on a rotational basis.

Requirements - educational, certifications and experience

- Must be age 18 or older.
- High School graduate or equivalent.
- Valid driver's license and an acceptable driving record.
- Must obtain/maintain a Commercial Driver's License Class B with air brake endorsements within 6 months of employment.
- Successfully complete and maintain 40-hour HAZWOPER certification and annual refresher training.
- Successfully complete and obtain certification for First Aid – CPR training within six months of employment.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Rev. 1/2023

Village of Pleasant Prairie is an Equal Opportunity Employer.