

**WASHINGTON COUNTY**  
Job Description  
**JOB TITLE: Recycling Program Truck Driver**

---

Exempt (Y/N): No

DEPARTMENT: Environmental Affairs & Recycling

DATE UPDATED: August 2014

SUPERVISOR: Environmental Affairs Director

---

**Job Code:** G10

**Position's Physical Location:** Based out of the County Maintenance and Operations Building. Duties of the job require traveling throughout the county.

**Department Name for this Position:** Recycling Driver

**Summary:**

Under the general supervision of the Environmental Affairs Director, the Recycling Program Truck Driver is responsible for managing the rural recycling program, collecting and transporting recyclable materials originating from county facilities, coordinating the activities of volunteers in the field, removing illegal dumps, managing the sharps disposal program, and conducting general operations of the household hazardous waste facility.

**Essential Duties and Responsibilities**

1. Manage the rural recycling program. Includes driving a truck and trailer, coordinating volunteers, and making quick decisions regarding the acceptability of commodities for recycling.
2. Collect recyclable materials from County facilities. This involves working with other county employees and departments to determine the best strategy for each location, maintaining the cleanliness of collection bins, transporting materials to the recycling facility, and maintaining collection records.
3. Coordinate volunteers at collection sites. Responsibilities include training volunteers; planning, assigning, and directing work; addressing complaints; and resolving problems.
4. Coordinate with the Environmental Enforcement Officer to clean illegal dumps and properly dispose of items. This often includes large or heavy materials.
5. Safely operate forklift, trucks, and recycling equipment. Perform regular maintenance checks of equipment, and schedule maintenance with the Road Department shop.
6. Manage the sharps disposal program. This includes properly labeling sharps disposal containers, delivering containers to participating pharmacies in a timely manner, introducing new pharmacies to the program, and maintaining records.
7. Assist Household Hazardous Waste (HHW) Collection Center Worker with all

- operations of the facility. This includes answering questions from the public; unloading household hazardous waste; independently making determinations for type of material, proper sorting, processing and storage of hazardous materials in accordance with training and safety standards; and collecting payment from the general public for some items and issuing the appropriate receipt.
8. Determine source of waste tires and consult approved disposal list, instruct customer on the proper way to unload and stack tires, count quantity and type of tires unloaded, and enter data on a spreadsheet.
  9. Maintain cleanliness and safety of HHW building, tire storage trailer, recycling equipment, waste electronics trailer, and all associated equipment.
  10. Properly sort and pack items brought into the facility for shipping. This includes palletizing and wrapping electronic items (computer monitors, TV's, CPU's, etc.), microwaves and other HHW items.
  11. Operate Freon recovery machine in accordance with training and guidelines.
  12. Shred documents for the general public. These documents contain private information; therefore, the employee must be trustworthy and respectful of the sensitive nature of the documents.
  13. Work independently without supervision for long periods of time.
  14. Incumbent works directly with the general public, tire dealers, other county departments, volunteers, and service contractors in a professional manner.
  15. Performs other duties as assigned by supervisor.

**FISCAL RESPONSIBILITIES:**

This position is responsible for charging customers for items brought to the HHW Drop-off, handling cash, making change, and accurately recording the transaction in the appropriate receipt book.

**SUPERVISORY RESPONSIBILITIES:**

This position will coordinate two to five volunteers weekly with the rural recycling program.

**Education and Experience:**

This position requires a high school diploma or GED, a Class A commercial driver's license, and experience in equipment operation. Twelve to 18 months of experience in the operation of a forklift, dump truck, and recycling equipment; and knowledge of recyclable commodities and the ability to identify hazardous waste are preferred.

**Management Experience:**

Not required

## **WORK SKILLS:**

### **Analytical Ability/Problem Solving**

This position requires independent decision-making to determine the nature of a material and how to properly handle and store it. Materials that are handled on a daily basis can range greatly. The processes differ based on materials received, but each process follows set safety procedures as well as guidelines for acceptable type and condition of recyclable materials. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

### **Planning:**

This employee has limited responsibility with regard to general assignments in planning time, method, manner, or sequence of performance of own work operations.

### **Decision Making:**

This employee performs work operations which permit frequent opportunity for decision making of minor importance and also frequent opportunity for decision making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

### **Supervision Received:**

This employee is under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to the supervisor.

### **Accuracy:**

This position requires the ability to correctly identify materials brought to the rural recycling drop-offs and the household hazardous waste facility and accurately determine correct steps for processing and safe storage. *Probable* errors of internal scope readily detected in normal course of work by standard check or routine crosscheck within the department. Due to the nature of the work, dealing with hazardous materials, *potential* errors could have a major impact on the department, other departments, and clientele. Potential errors could result in dangerous situations to employees and the general public. This could include fires, noxious gas leaks, or explosions. Errors resulting from improper handling and/or storage of materials could affect the organization's prestige and relationship with the public as well as require considerable time and effort to correct.

### **Communication Skills:**

This employee must possess the ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; and ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public, and other employees of the organization.

### **Mathematical Skills:**

This employee must have the ability to add, subtract, multiply, and divide numbers and perform these skills using money and other forms of measurement.

### **Critical Thinking Skills:**

This employee must possess the ability to utilize common sense understanding to carry out written, oral, or diagrammed instructions and the ability to deal with problems involving several known variables in situations of a routine nature.

**Mental Demand:**

This position requires close attention to detail in order to determine the appropriate steps for handling, processing, and storing.

**Certificates, Licenses, Registrations:**

This position requires a Class A commercial driver's license. Certification in HHW and CESQG Collection Facility Operations and Hazardous Materials Awareness is preferred but not required.

**Public Contact:**

This employee has regular contact with patrons, both within the organization and the general public. Lack of tact and judgment may result in a limited type of problem for the organization.

**Employee Contact:**

Occasional contact with others beyond immediate associates, but generally of a routine nature.

**Use of Machines, Equipment, and/or Computers:**

Regular use of complex machines including a desktop computer and software and large equipment is required for this position.

**Software Skills Required:**

This position requires basic skills in alphanumeric data entry, spreadsheets, database entry, and word processing.

**Physical Activities:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee is never required to taste or smell.

**Weight Lifted:**

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.

**Vision Requirements:**

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Environmental Conditions:**

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to explosives.

**Noise Level:**

The noise level in the work environment is usually moderate.