

Dr. George A. Lauritson
Mayor



City of St. Robert, Missouri
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CITY OF ST. ROBERT, MISSOURI

Job Description Recycling Technician

Position Open Date: May 19, 2020

Position Close Date: Open until filled

Classification: Full-Time

FLSA Status: Non-Exempt

Number of Positions: 1

Please submit a resume and a City of Saint Robert application which can be printed from www.saintrobert.com. Resumes and application may be uploaded on-line at www.saintrobert.com, mailed or dropped off at the St. Robert City Hall located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, emailed to hr@saintrobert.com or faxed to (636) 216-3368. Please visit www.saintrobert.com for additional information regarding this position. If you have any further questions, please contact Human Resources at (573) 451-3302 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at hr@saintrobert.com.

The City of St. Robert is an equal opportunity employer.

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CITY OF ST. ROBERT, MISSOURI

Job Description Recycling Technician

GENERAL PURPOSE OF POSITION:

Under the direction of the Manager, monitors and implements waste reduction and recycling of all specialized recyclable materials city wide for the City of St. Robert and surrounding areas. Disseminates information to staff regarding the recycling program in alignment with Ozark Rivers Solid Waste Management District (ORSWMD) and Meramec Regional Planning Commission (MRPC) recycling educational goals and campaigns.

MAJOR DUTIES AND RESPONSIBILITIES:

- Sort materials, such as metals, glass, wood, paper or plastics into appropriate containers for recycling.
- Clean recycling area by sweeping, raking, picking up broken glass or loose paper debris, or moving barrels and bins.
- Operate fork lift, pallet jacks, power lifts or front-end loaders to load bales, bundles or other heavy items onto trucks for shipping to smelters or other recycled materials processing facilities.
- Sort metals to separate high-grade metals, such as copper, brass and aluminum for recycling.
- Operate balers, blower and crusher to compress recyclable materials into bundles or bales.
- Clean materials, such as metals, according to recycling requirements.
- Record logs of recycled materials or waste chemicals removed from products.
- Performs Administrative Duties such as answers phones, emails, keeping records, contacting buyers and deals with public.
- Assist with handling residential and commercial trash brought to the Transfer station. Loads trucks, weighs trucks, assists with emptying, tarping and spotting, direct traffic flow, wash floor and cleans pit and picks up scattered paper on grounds.
- Performs daily inspection of equipment including; maintains loaders and tractor, fuel and changes oil as needed and cleans equipment as needed.
- Prepares recyclables for resale and distribution. Delivers aluminum to Rolla for resale
- Performs other duties as directed

JOB CONTEXT:

The Recycling Technician is a full-time, permanent position in the Transfer Station Department. The immediate supervisor for this position is the Transfer Station Manager. The person in this position is supervised daily. The person in this position works regular hours, year-round, rarely working overtime except for when waiting on trucks or performing maintenance not able to be

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completed during normal working hours. There is no night or shift work associated with this position. The person in this position almost never receives phone calls regarding work at home and is never on call. 10% of the work for this position is done indoors, and 90% of the work is done outdoors. The Recycling Technician is accountable for the monetary, fiscal, safety, and legal issues for which this position is responsible.

In this position, there is occasional exposure to chemicals and/or hazardous materials in the form of exhaust, aerosol cans, trash, hospital needles, motor oil, paint, and car batteries. The stress level associated with this position is average, varying from dealing with sub-contractors. Physical work consists of, but is not limited to, sitting for a few hours at a time, climbing, bending, carrying, walking around obstacles, lifting, shoveling, and ice removal.

LICENSES AND CERTIFICATIONS:

- The person in this position must have and maintain a valid Commercial Driver's License and possess an acceptable driving record.

EDUCATION AND EXPERIENCE:

- The person in this position must have a high school diploma or equivalent. Knowledge of recycling process is required.
- Good organization, public communication and recordkeeping skills.
- Must have basic computer skills and understanding of basic operations and software applications such as email.
- Must have knowledge of waste disposal requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Weights and measures
- Production and Processing- knowledge of raw materials, production processes, quality control, and costs.
- Heavy equipment operation
- Public safety and security- policies, procedures and strategies to promote effectiveness.
- Basic computer skills
- Proper grammar and the use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statues concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government

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Skills and Abilities

- Operate heavy equipment
- Perform maintenance procedures
- Use weights and measures conversion tables
- Perform basic mathematical functions
- Work as a team member with other employees
- Communicate effectively with other city employees, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow Departmental and City policies and procedure

Certain duties of this position are classified as “safety-sensitive.” Therefore, the person in this position will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis in accordance with the City’s Alcohol & Controlled Substance Use, Abuse and Testing Policy.

This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by Department Head as required. This job description is an “at-will” position and does not constitute a written or implied contract of employment.