

CITY OF GLENDALE

TITLE:	Laborer	CLASS CODE:	817
REPORTS TO:	MRF Crew Leader	GRADE:	10
DEPARTMENT:	Municipal Recycling Facility	FLSA:	N
JOB SPECIFICATION DATE: July 1, 2005 cm			

JOB SUMMARY:

Performs work involving the sorting and handling of recyclable materials.

ESSENTIAL FUNCTIONS:

1. Separates and classifies recycling materials in accordance to established procedures.
2. Maintain sort line movement to meet production standards.
3. Removes contaminates from recyclables per established policy.
4. Operation of recycling equipment including forklifts, loaders, conveyors, & balers.
5. Sort, stack, move, load and unload recyclable materials in an appropriate manner.
6. Maintain production quotas, housekeeping standards, safety practices and reliability standards.
7. Maintains a safe and clean work environment

SECONDARY FUNCTIONS:

8. Operate a forklift in absence of Service Worker
9. Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Methods, materials and equipment used in the recycling process.
Safe use and handling of recyclable material, equipment and rolling stock.
Forklift operation.
Recycling facility operations

Ability to:

Work under general supervision
Make decisions regarding sorting, stacking, moving, loading and unloading of recycling materials.
Maintain effective working relationships with co-workers and management.
Operate various equipment used in the recycling process.
Follow oral and written instructions.
Maintain simple records and make oral and written reports.
Perform physical labor.

WORKING CONDITIONS:

Moderate to heavy lifting will be required. Some outdoor work is required, some climbing and some exposure to hazardous materials. Must be able to stand for long periods of time. Must be able to wear safety equipment; eye and ear protection, gloves, work boots, face shields, etc.

MINIMUM QUALIFICATIONS:

One year of experience in general labor, preferably in a recycling facility.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities is qualifying.

SPECIAL REQUIREMENTS:

Requires weekend and shift work and may involve variable shifts.