

## EMPLOYMENT OPPORTUNITY

Bartholomew County Solid Waste Management District

POSITION: Recycling Assistant

Incumbent serves as the Recycling Assistant, responsible for assisting in the daily operation of the Columbus/Bartholomew Recycling Center and related facilities. These duties will require 40 hours of service per week. Working hours include Saturdays and may vary Monday through Friday as workloads fluctuate.

Essential Responsibilities:

- Responsible for the receipt of recyclables from private residents, businesses, and municipalities including unloading materials, screening for contaminants, and distributing accurate information to customers.
- Responsible for assisting in the processing of all materials received at the Recycling Center. This may include but is not limited to bailing, weighing, loading, crushing, flattening, and separation. Pre-processing preparation (hand sorting, contaminant removal) is required.
- Responsible for the proper storage and loading of unprocessed and processed recyclables of the Recycling Center.
- Assists with maintaining a record of materials received, processed, and sent to market.
- Assists with the proper housekeeping of the grounds and buildings of the Recycling Center and Warehouse as well as the general maintenance of equipment.
- Assists in the routine operation of Household Hazardous Waste (HHW) Collection Program to receive and process material from residents including the processing and shipping of material.
- Assists in the routine operation of the Electronics Recycling Program and routine operation of other programs of activity (i.e. Teacher Reuse, Adopt-A-Road) and other facilities (Landfill, Commercial Cardboard Program, Yard Waste Site) as needed.

Minimum Qualifications: A high school diploma with experience in recyclables processing, warehouse operations, scheduling, and inventory is preferred. Ability to effectively work with the public is required. A mechanical aptitude and the ability to operate equipment (including but not limited to a baler and fork truck, etc.) is required; Must pass a routine drug screening test.

Personal Work Relations: Ability to deal tactfully and responsively with the general public and the ability to work in harmony with other employees and supervisors.

Working Conditions: Incumbent performs a wide variety of activities including unloading/sorting, processing, and loading of recyclables. Policy and guidance is provided by the Recycling Supervisor and Director as per the District Board of Directors.

This job posting is intended to be a general summary of job content. It should not be construed to be an exhaustive listing of the job duties or requirements.

Salary: \$12.33/hr.- \$12.83/hr.

**Submit Applications to District Office, 720 South Mapleton Street, Columbus, IN 47201 by end of business on Wednesday, December 20th, 2017.**

AN EQUAL OPPORTUNITY EMPLOYER