



**Beaver County, Pennsylvania
Job Description**

Job Title: M-3 Recycling Technician	Department: Sustainability and Waste Management Location: Waste Management
Reports to: Director	Effective Date: 2001
Classification: Non-Exempt	Revision Date: 3/1/2025

Job Summary

This position is responsible for work overseeing County recycling efforts and recycling center operations. Work includes coordinating recycling efforts and educating the public, townships, boroughs and commercial/institutional establishments regarding recycling. Work also involves operation of trucks, forklifts, pay loaders and related equipment to load and haul recycled materials. Work is performed under the general supervision of the Director of Sustainability and Waste Management. Performs related work as directed.

Essential Functions

This job description is not designed to cover a comprehensive list of duties or responsibilities that are required. Essential functions may change, or new ones may be assigned at any time with or without advanced notice that are a logical assignment to the position.

Provide site maintenance including buildings and grounds.

- Maintains vehicles and equipment.
- Performs general carpentry work such as building steps and railings for recycling containers and worm composting bins; may perform some minor electrical work.
- Empties recycling boxes with roll-off truck; hauls processed materials; loads tractor-trailer with forklift. Loads compost and off loads residential electronics.
- Educates and assists the public, townships and boroughs and commercial/institutional establishments on County recycling programs; coordinates and explains what materials and how materials are to be recycled; attends class rooms, fairs and recycling events.
- Operates the County's Shred truck and vertical baler.
- Performs data entry, recyclable materials tracking, invoicing and solicitation of recycling reports in compliance with Department programs.
- Develops and implements recycling drop-off programs; coordinates brush and recycling sites; organizes trailers and boxes for recycling sites.
- Trains, assigns and inspects the work of full-time and part-time workers, seasonal and juvenile helpers assigned to the recycling program; assists as needed at the brush-site operation.

- Washes, paints and greases recycling containers and vehicles.
- Assists with and participates in Department special events including HHW, River Sweep, Illegal dumping clean ups, etc.
- Ability to work evenings and weekends as necessary.
- Other duties as assigned

Minimum Training and Experience

High school diploma or GED; supplemented by up to two (2) years previous experience and/or training involving equipment operation; or an equivalent combination of education, training, and experience. Experience in waste management is preferred.

Special Requirements, Licenses, Registration

A valid Pennsylvania State Driver's License. A valid CDL License, class B minimum (air brake and physical ability for interstate travel endorsements) required. A skills aptitude test will be given by the County. An individual must complete all tasks successfully and answer correctly 80% of the written questions. Valid child abuse and criminal background clearances are necessary.

Performance Aptitudes

Data Utilization: Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Responsibilities: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight. Tasks may involve time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed with mild exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease or pathogenic substances. Involves indoor and outdoor work in all weather conditions.

Attendance: Regular attendance is required, evenings and Saturdays as necessary.

Beaver County, Pennsylvania is an Equal Opportunity Employer that provides equal employment opportunities to applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the employer.

Reviewed and Approved

Date

Employee

Date

Supervisor

Date