



Solid Waste Worker – Reuse

Department	Solid Waste	Classification	Grade 5
Reports to	Solid Waste Supervisor Solid Waste Administrator	Unit	Non-union
Supervises	N/A	FLSA Status	Non-Exempt

Position Description

Further the overall county solid waste management goals to promote the hierarchy of waste reduction, reuse, recycling, composting, waste disposal, and hazardous waste management. Assist with operation of the Hubbard County Reuse Center (HCRC).

Essential Duties and Responsibilities

Reuse Center

- Assist with the coordination and operation of the HCRC including: intake of materials, sorting, and tracking materials for reuse, and pickup and distribution of reuse materials.
- Work directly with public by directing traffic to appropriate sites for reuse/disposal of waste; assist with unloading.
- Provide customer service in person, by telephone, or email.

Facility Maintenance

- Maintain buildings and grounds upkeep and regular cleaning.
- Assist in maintenance and upkeep of HHW, Transfer Station, Recycling Areas, and Reuse Center.
- Regular attendance on the job.
- Perform other duties as assigned.

Minimum Qualifications

- Must be at least 16 years of age.

Knowledge, Skills and Abilities

- Knowledge: Policies, procedures, rules, regulations, and operating practices applied in solid waste management.
- Skills: Record keeping for load documentation, billing, receipts, maintenance records, etc. Communicate effectively both orally and in writing. Effective human relation skills to effectively deal with a wide range of pertinent issues.
- Abilities: Ability and willingness to work a flexible schedule. Work in heavy traffic areas. Work in extreme weather conditions. Work in a regulatory, fast paced work environment. Work independently. Complete job tasks in a timely manner with frequent interruptions. Multi-task; detail oriented. Keep work areas clean and organized to provide an environment

conducive to safety. Establish and maintain effective working relationships.

Preferred Qualifications

- Work experience providing customer service.
- Recycling and/or solid waste work experience.

Physical Requirements (No Screen)

Medium Work: Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for light work.

Note (Management Right)

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this position description at any time.

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