

# *Shelby County 109 Taxing District*

---

## **POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Recycling Coordinator I	<b>DEPARTMENT:</b>	Solid Waste
<b>CLASSIFICATION:</b>	Skilled/Semi-Skilled	<b>SUBMITTED BY:</b>	Human Resources
<b>SALARY RANGE:</b>	\$13.00 to \$15.00/hour	<b>APPROVED BY:</b>	Shelby County 109 Board

---

## **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO:** Supervisor

**POSITIONS SUPERVISED:** N/A

---

## **POSITION PURPOSE**

Under general supervision of the Supervisor, performs semi-skilled and skilled duties related to managing recyclables. Supervises Class-D Inmates in receiving recyclables from customers and general housekeeping. Performs related work as required.

## **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

1. Have basic knowledge of the operations and functions of recycling equipment.
2. Perform customer service in a professional manner.
3. Perform work related activities related to proper management of recyclables.
4. Perform housecleaning of recycling area for cleanliness and to minimize physical hazards.
5. Supervise Class-D Inmates according to all rules and regulations established by the Detention Center.
6. Performs related activities as assigned.

## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Graduate from accredited high school or GED equivalent
- Valid Kentucky Driver's License

### **EXPERIENCE REQUIRED:**

- Unskilled or semi-skilled manual work experience

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to understand and follow oral and written instructions.
2. Knowledge of the work hazards and applicable safety precautions associated with assigned equipment.
3. Ability to perform moderately heavy to heavy labor for extended periods of time.
4. Ability to establish and maintain effective working relationships with other employees and the general public.
5. Knowledge of applicable traffic laws, ordinances and regulations involved in the operation of departmental vehicles.

**CONDITIONS OF EMPLOYMENT:**

- Employees in this class will be required to obtain credentials outlined within a reasonable amount of time, or if the employees possess such credentials at the time of hire, they will be required to maintain those credentials so long as they are employed in this capacity.
- Direct Deposit Participation
- Pre-Employment Background Check
- Pre-Employment Drug Screen

**WORKING CONDITIONS PHYSICAL EFFORT:**

- Work is typically performed at a recycling facility.
- Positions in this class must possess the ability to work, sit, stoop and bend for extend periods of time.
- Must be able to lift and carry 50 pounds.
- Must be able to work extended hours and be outside during inclement weather.

**OVERTIME REQUIREMENTS:** Non-exempt

**AVAILABILITY:** Regular Shift may be contacted on emergency basis.

---

**INTENT AND FUNCTIONS OF JOB DESCRIPTIONS**

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral task, only incidentally related to each position, have been excluded. Requirements, skills, and abilities however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.

Shelby County is an Equal Opportunity Employer.