

Recycling Technician

The County of Amelia is accepting applications for a part-time, 8-12 hours per week, Recycling Technician. This position includes, but is not limited to, indoor and outdoor duties including picking up recycled materials from county government offices and delivering them to a recycling container. A successful candidate must be able to communicate recycling practices and procedures. This position requires physical exertion with moderate lifting utilizing various types of equipment. Applicant shall possess and maintain a valid Virginia Driver's License and shall demonstrate an excellent driving record at the time of application. This position is in wage band 3 (\$9.62 to \$16.83 per hour) and shall be based on qualifications. Interested individuals may obtain an employment application and detailed job description from the Office of the County Administrator, 16360 Dunn Street Suite 101, Amelia Courthouse, Virginia 23002. This information is also available through the Amelia County website (www.ameliacova.com) under the "JOB OPPORTUNITIES" tab. Applications shall be returned to the Office of the County Administrator, 16360 Dunn Street Suite 101 before 5:00 PM on Friday, August 14, 2020. Amelia County is an Equal Opportunity Employer and maintains a drug free workplace. Drug testing and a background check are required. Questions about the application process can be addressed to the Amelia County Administrator's office at (804) 561-3039.

COUNTY OF AMELIA

POSITION DESCRIPTION

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| JOB TITLE: Recycling Technician |
| IMMEDIATE SUPERVISOR: Environmental Manager |
| LOCATION: Administration Building |

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| PAYGRADE: 3 |
| FLSA STATUS: Non-Exempt |
| FULL/PART-TIME: Part Time |

GENERAL DEFINITION OF WORK

- Provides guidance on proper recycling techniques and executes the pickup of recycled materials from County government offices and its delivery to a recycling container under the direction of the Environmental Manager.

ESSENTIAL FUNCTIONS

- Communicates proper recycling protocol.
- Works with County government employees to encourage participation in recycling programs and to reduce recyclables from entering the waste stream.
- Prevents contaminants from entering the recycling system.
- Collects recycling from County offices and delivers it to a recycling container.
- Assists with special projects as needed.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledgeable of the practices and procedures involved in the County recycling program.
- Ability to communicate effectively.
- Attention to detail.

EDUCATION AND EXPERIENCE

- Knowledge of recycling methods.
- Possession of a valid Virginia State Driver`s License.

PHYSICAL CONDITIONS AND NATURE OF WORK

- Lifts of up to fifty pounds of weigh on a frequent basis.
- Works outside in varied weather conditions.

EVALUATION

- Performance will be evaluated on the abilities demonstrated and effectiveness with which the employee accomplishes the listed responsibilities.