



## **Recycling Center Attendant Wanted!**

The city of Nowthen is looking for a part time, skilled worker to help maintain the Recycling Center and assist residents with their recycling needs.

The position starts at \$15.00 per hour with 30 hours per week.  
Must be able to meet minimum requirements.

If you have an interest in this position, the application is available online at [www.cityofnowthen.com](http://www.cityofnowthen.com) or you can call 763-441-1347. Applicants are also welcomed to stop by the city office at 8188 199<sup>th</sup> Avenue NW, Nowthen MN. 55330 and fill out an application there.

**SUMMARY OF POSITION:**

Works under the general guidance and direction of the Recycling Coordinator to assist the residents with drop offs and other services offered at the City's on-site Recycling Center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Monitors the Recycling Center during hours of operation.
- Opens and closes gates and all containers. Secures the building at the end of a shift.
- Assists residents in the distribution of recyclable items, as needed.
- Bails and processes recyclables collected, as needed.
- Assists with volunteer training and scheduling, including attendance at regular staff meetings.
- Answers recycling questions.
- Performs general maintenance for Recycling Center, including cleaning, sweeping and shoveling. Troubleshoots mechanical problems with current equipment.
- Operates electric pallet jack and maneuvers bails of up to 1200 pounds.
- Operates baler and Styrofoam densifier.
- Ability to operate a forklift and electric pallet jack.
- Effective and respectful communication and interactions with other employees, city staff, supervisors, individuals from other organizations, and citizen customers.
- Maintains positive professional working relationships with all staff levels, other jurisdictions and outside agencies, and the general public.
- Regular and reliable attendance during scheduled work hours and outside regular hours as necessary.
- Performs essential position duties and responsibilities under the working conditions and physical demands described herein.
- Performs other related functions as apparent or delegated.
- Ability to handle money properly and run a point of sale register.

**REQUIRED KNOWLEDGE AND ABILITIES:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Must be able to work during Recycling Center regular hours and additional hours during special events.
- Knowledge of waste reduction and recycling options in the metro area.
- Ability to organize, establish priorities and work effectively under pressure with minimum supervision.
- Ability to establish and maintain effective working relationships with City staff and the general public and handle inquiries in a friendly and courteous manner.
- Ability to communicate effectively both orally and in writing.
- Ability to work cooperatively with City personnel, external vendors, and the public.

- Ability to work independently as well as in a team environment.
- Ability to perform duties with tact, diplomacy, and discretion.
- Ability to be detail oriented and follow through with tasks.
- Ability to maintain a team and service oriented approach to work.
- Must have the ability to accept criticism or discipline.
- Must strive to promote a cooperative atmosphere in the department and exhibit a positive attitude.

**MINIMUM QUALIFICATIONS:**

A combination of training and experience substantially equivalent to the following:

- High school diploma or equivalent.
- Experience working effectively with the public.
- Experience with maintenance and scheduling and working with machinery.

**PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions; standing for long periods of time; frequent walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communication and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to vibration, exposure to toxic or caustic chemicals; work is generally in a loud noise location (e.g., electric pallet jack, baler and other power tools).

**EQUIPMENT/JOB LOCATION:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.