

# **CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS**

## **Job Vacancy Announcement**

**Job Title:** Recycling Operator

**Salary:** \$17.00 per hour

**Closing Date:** Open until filled

**GENERAL DESCRIPTION OF DUTIES:** Works in the day-to-day operations of the County's recycling program participating in activities such as the collection, sorting, storage, loading, and transportation of materials. Responsible for operation of equipment and machinery in use at Department facilities. May be assigned responsibility for overall day-to-day activities at the recycling facility to include the receipt and removal of recyclables.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:** (other duties, may be assigned)

Conducts equipment operational checks and performs light maintenance on the machinery and equipment in use in assigned area of responsibility at the Recycling Center to include the removal of debris from compactor ram mechanisms and general site maintenance.

Runs recyclables collection route. Collects recyclable materials from various collection locations.

Reports needed repairs, services, and other operational requirements to the County Administrator.

Performs variety of tasks in the daily operation of the recycling facility. Maintains general work area, (i.e. ramps, floors, grounds, and buildings) maintains site in a generally clean and orderly condition. Ensures litter control of assigned work site.

Performs certain custodial tasks such as general cleaning of interior areas (i.e. floors, walls, windows, restrooms, kitchens, equipment, furnishings, vehicles, etc.). Replace and refill custodial supplies, maintains in stock inventory, as well as, requested supplies. Moves furniture, equipment, and files as needed. Disposes trash, waste, and recyclables as appropriate.

Complies with all safety, as well as other regulations and policies.

Performs other duties as directed.

## **MINIMUM REQUIREMENTS:**

High School diploma or GED equivalent preferred.

Must possess a NON-DOC Certificate (Correctional officer experience preferred).

Or take a 40-hour training course at CCI on procedures of supervising inmates.

A valid State of Florida Driver's License with a good driving record is required.

A working knowledge of Microsoft Office 365 (word, excel, outlook, etc.)

Computer skills are necessary for the preparation of records and reports of various activities, including the sale of the recycled materials. The Recycling Operator is responsible for selling the recycled materials and all correspondence regarding the sales.

Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge, and abilities to perform the essential functions of the job.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

The job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

## **SUPPLEMENTAL INFORMATION:**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to read and utilize all forms and documents used in assigned area of responsibility. Operating a county vehicle and maintaining a clean driving record is required.

Ability to operate mechanical equipment located within the Department.

Ability to make routine decisions and to coordinate and organize daily work activities with minimal supervision.

Ability to follow both oral and written instructions and to communicate effectively with others.

Capable of being trained in all routine aspects of the position including, but not limited to, vehicle operations, forklift, articulated loader and all other equipment operated within the Department.

**Sedentary work:** Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

**Stooping:** Bending body downward and forward by bending spine at the waist.

**Kneeling:** Bending the body downward and forward by bending leg and spine.

**Crouching:** Moving about on hands and knees or hands and feet.

**Reaching:** Extending hand(s) and arm(s) in any direction.

**Standing:** Particularly for sustained periods of time.

**Sitting:** Particularly for sustained periods of time.

**Walking:** Moving about on foot to accomplish tasks, particularly for long distances.

**Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.

**Dexterity:** Picking, pinching, typing or otherwise working, primarily with fingers rather with the whole hand or arm as in handling.

**Grasping:** Applying pressure to an object with the fingers and palms.

**Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which, they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

**Hearing:** Perceiving the nature of sounds with no less than a 40 db loss @ 55 HZ, 1,000 HZ and 2,000 HZ with or without correction. Ability to receive detailed information through oral communication and to make fine discriminations in sound, such as when making fine adjustments on machined parts.

**Repetitive motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

The worker is subject to inside and outside environmental conditions, including dust, fumes, humidity, etc.

## **CONCLUSION:**

1. All main duties and requirements are essential job functions.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Employees may be required to perform duties, which may include the employee's normal work function or other emergency support functions as determined necessary by the County, as assigned before, during, and after hazardous weather or a state of local emergency.
3. Regular attendance is an essential function of this position.

**Applications can be picked up from Dara B. Schamens-Human Resources Director  
Calhoun County Court House 20859 Central Ave W Blountstown, FL 32424  
Room #G40 (Basement)  
Or request by email to [dschamens@calhouncountyfl.gov](mailto:dschamens@calhouncountyfl.gov)  
Any questions call (850) 451-5903**

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS IS A DRUG FREE  
WORKPLACE AND AN EQUAL OPPORTUNITY EMPLOYER.**