CITY OF SANTA CRUZ
RESOURCE RECOVERY WORKER I/II

Reports to: **Resource Recovery Supervisor**
Supervises: **Non-Supervisory**
Bargaining Unit: **Service**

BASIC FUNCTIONS

Under general supervision, performs a variety of unskilled and semi-skilled maintenance tasks and assists in the daily operations of the Resource Recovery Facility; collects, sorts and bales recyclable materials; moves and stacks material using vehicles and equipment; directs the public in unloading items; cleans and maintains the worksite; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Resource Recovery Worker I is the entry and training level in the Resource Recovery Worker series. Under supervision and in a training capacity, incumbents are assigned routine, unskilled maintenance tasks while learning the functions, tasks and equipment operation associated with the Resource Recovery Facility. Incumbents may work as a member of a crew or may be given independent assignments. Upon successful completion of a one-year probationary period, incumbents will be promoted to Resource Recovery Worker II.

Resource Recovery Worker II is the fully trained journey level class in the Resource Recovery series. Under supervision, incumbents perform a broad range of maintenance tasks and equipment operation at the Resource Recovery Facility. Incumbents may work as a member of a crew, or may be given independent assignments and under direction, may lead a small crew of trainees or temporary workers and assist with training. This classification is distinguished from the next higher classification of Senior Resource Recovery Worker in that the latter is responsible for performing tasks at the Resource Recovery Facility which require the application of a more advanced skill or specialized knowledge of the techniques, equipment and tools used in resource recovery functions and may be assigned on-going responsibility for leading a crew.

TYPICAL DUTIES *(Duties may include, but are not limited to the following)*:

- Sorts and separates recyclable and waste materials, including metals, glass, plastics, newspapers, cardboard, magazines, electronics, greenwaste, wood and construction materials.
- Operates equipment such as forklifts, excavators and loaders to transport, load, and unload waste, soil and recyclable materials.
- Transports materials within the Resource Recovery Facility using vehicles such as roll-off trucks, water trucks and dump trucks.
- Operates and monitors computerized equipment to bale recyclable materials.
- Directs public traffic at the Resource Recovery Facility to maintain a safe and orderly flow of traffic.
- Checks materials entering the facility and designated processing areas to insure that prohibited and/or hazardous materials are not entering the site; identifies and safely and appropriately handles materials that are improperly delivered to the site, including hazardous materials.
- Answers questions and provides information to the public about materials that are accepted at the Resource Recovery Facility; and, directs the public to other facilities and services if

necessary; directs and assists the public and vendors in loading and unloading materials.
- Appropriately identifies and drains oil from containers into a holding tank, and compresses oil filters.
- Picks-up loose litter and trash from resource recovery facility areas.
- May provide lead direction to temporary workers; assists in training new workers in established work procedures and safety practices.
- May be assigned other general maintenance tasks at the facility such as, repairing fences; digging out pipe lines; cleaning equipment; and removing brush and weeds.
- May be assigned as necessary to work as the Landfill Gate Attendant and perform the following duties: inspects incoming loads for compliance with State and Federal Hazardous Materials laws and City regulations; operates truck scale and computer for data management; determines appropriate fees, collects money and issues receipts.

ENVIRONMENTAL AND WORKING CONDITIONS: Position requires prolonged sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment and visual color discrimination when recognizing and identifying different types of materials. Acute hearing is required to distinguish voice and mechanical warning sounds from background noises. The need to frequently lift and carry tools, equipment and supplies weighing 50 pounds is required; the need to push and pull items weighing up to 75 pounds is required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, heat and cold. The job duties may expose the employee to fumes, dust, stinging insects, toxic materials, biomedical waste products, human and animal waste products, and unpleasant odors. The nature of the work also requires the incumbent to climb ladders, use and work around noise producing tools and equipment, drive motorized vehicles and work in heavy vehicle traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS *(Knowledge, skills and abilities)*

Resource Recovery Worker I

Ability to:
- learn to safely operate vehicles and equipment used in the performance of a variety of semi-skilled resource recovery tasks, including loaders, balers, forklifts, excavators and large trucks.
- learn job tasks including safety practices, the use of safety equipment, and the proper handling of materials, including hazardous waste products.
- learn to operate and monitor computerized equipment.
- make basic mathematical computations and count money.
- safely handle toxic materials.
- recognize and identify various types of materials.
- organize assigned tasks and work independently in the absence of immediate supervision.
- follow oral and written instructions.
- communicate effectively, both orally and in writing.
- work independently or as a member of a crew.

- establish and maintain effective working relationships with others.
- act in a courteous and diplomatic manner with members of the public.
- safely perform manual labor which involves frequent bending, twisting, lifting and carrying of weights up to 50 pounds, and pushing and pulling of weights up to 75 pounds

Education and Experience

Any combination of education, training and experience that provides the requirements shown above may be qualifying. A typical way to obtain these qualifications would be:

- some manual labor experience.

Licenses

Possession and continued maintenance of a valid California Class C driver's license and a safe driving record. Possession, within six months of appointment, and continued maintenance of a valid California Class B driver's license with proper endorsements and a safe driving record.

Resource Recovery Worker II

Working Knowledge of:

- the basic techniques, equipment and materials used in resource recovery.
- the proper use and care of tools and equipment used in resource recovery.
- the safety procedures related to operating equipment and tools.
- occupational hazards and safety practices.

Abilities

- as required for the Resource Recovery Worker I, plus the following:
- ability to effectively and safely operate the various types of vehicles, equipment and tools used in resource recovery, including loaders, balers, forklifts, excavators and large trucks.
- ability to lead a small crew, under direction, and assist with training.

Education and Experience

One year of experience performing duties comparable to those of the City's Resource Recovery Worker I classification.

Licenses

Possession and continued maintenance of a valid California Class B driver's license with proper endorsements and a safe driving record.

OTHER REQUIREMENTS FOR RESOURCE RECOVERY WORKER I/II

Willingness to:

- work weekends, holidays and overtime, as required.

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