



OAKCREEK
— WISCONSIN —

Position: Part-Time Recycling Yard Attendant
Department: Public Works

Unit: Non-Union
FLSA Status: Non-Exempt

Summary Description

Under supervision, performs work of varied difficulty associated with collection and organization of recycling materials.

Supervision/Accountability

This position is directly accountable to the Streets Division Foreman, and accountable to the Assistant Director of Public Works and the Director of Public Works.

Major Duties/Essential Functions

Assists residents in dropping off waste and materials for recycling.

Assists crews with mowing, right of way maintenance, debrushing, brush chipping, and performing special pick-ups. Must drive vehicles/equipment between work sites.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor.

Minor Duties/Responsibilities

Keeps all equipment and hand tools clean and operating smoothly, services assigned equipment with fuel and oil, conducts safety checks, adjusts mirrors and windshield wipers and lights, performs other simple mechanical repairs, greases and lubricates mechanical equipment. May assist mechanics, if trained, with vehicle/equipment repairs periodically. Notifies supervisor of any mechanical problems with assigned vehicles and equipment.

Works with other department employees to keep the recycling yard clean and organized.

Establishes and maintains a positive working relationship with City management, members of the community, and other employees.

Responsible for notifying supervisor and/or department director when violations of City Codes and Ordinances are observed on the job.

Confers with supervisor on a regular basis, discussing work processes, incidents and problems.

Will use any and all safety equipment provided while performing assigned tasks.
Performs other related duties as assigned.

Knowledge

General understanding of City geography, including streets, storm sewers and other landmarks. Knowledge of occupational and safety hazards and precautions necessary in the work place.

Skill/Ability

Some experience in small equipment and vehicle operation. Good communication skills, both written and verbal, with an ability to create effective interpersonal relationships with co-workers and citizens. Ability to work in difficult conditions and all types of weather. Ability to follow written and oral instructions. Performs all duties in conformance to appropriate safety and security standards.

Education/Experience

Any equivalent combination of education and experience that provides the required skills and abilities is qualifying. Typical qualifications would be possession of a high school diploma or G.E.D. Experience with snowplowing/salting operations is desirable.

Physical Demands

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

While performing the duties of this job, the employee is regularly required to use hands and fingers to feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

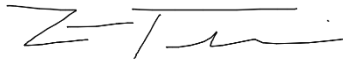
License/Certifications

Possession, proof and maintenance of a valid Wisconsin Motor vehicle operator's license. Loss of license may be cause for termination.

The duties listed above 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 from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

A handwritten signature in black ink, appearing to be 'Z-T-M'.

Reviewed By: _____

Director of Public Works

Revision History:

April 1, 2020

October 6, 2022