



**TOWN of COCHRANE
Job Description**

Job Title: Recycle Depot Operator 1 Casual	Department: Infrastructure Services Division: Recycling Depot
Reports To: Recycling Coordinator	Subordinate Positions: n/a
Hours per Week: Casual hours	Wage Grid / Level: Part-Time / Level 4
Approved by Director: Development and Infrastructure Sustainability Signature: _____ Date Approved: _____	Reviewed by Human Resources: Human Resources Manager Signature: _____ Date Reviewed: _____

Position Summary:

Reporting to the Recycling Coordinator this position is responsible for:

Interacting with the public on a daily basis and requires friendly & courteous customer service skills and the ability to work weekdays and weekends

CORE DUTIES AND RESPONSIBILITIES

1. Monitor bins for contamination
2. Provide customer assistance and information
3. Maintain a clean the facility
4. Demonstrating the 4 R's (reduce, reuse, recycle, recover)
5. Move product to safe storage area and prepare for processing
6. The duties and responsibilities outlined above are representative, but not all-inclusive.

KNOWLEDGE:

Education and Experience:

- Knowledge of Municipal waste reduction and recycling procedures

Skills and Abilities:

- Able to perform physical labour duties
- Organizational skills
- Manage one's own professional development and growth within guidelines and resources available.

Certifications, Licenses and/or Designations:

- Valid Class 5 Drivers License
- First Aid certification
- Participation in the Town's Minimum General Safety Training program

COMMUNICATION AND INTERPERSONAL SKILLS:

- Demonstrated excellent customer service skills
- Basic written and oral communication skills
- Maintain constructive relationships with both internal and external customers and suppliers.

COMPLEXITIES AND PROBLEM SOLVING

- Juggling multiple priorities while providing excellent customer service to the community
- Maintaining a safe and clean work environment
- Embrace the values of the corporation and use them as a guide for conduct and decision-making.

WORKING CONDITIONS:

Physical Effort:

- Standing for extended periods in an industrial recycling environment
- Lifting, pushing , pulling heavy items
- Operating machinery as needed

Work Environment:

- Industrial recycling environment
- Moving vehicles (trucks, cars, forklift)
- Varied temperatures, outside work
- Heavy machinery

SIGNATURES AND APPROVALS:

Employee Name
(Please print)

Employee Signature

Date

Supervisor Name
(Please print)

Supervisor Signature

Date

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