Recycling/Waste Management Worker II

Job Code 00007091

General Description
This position is responsible for assisting in maintaining Texas State’s recycling program by pick-up of recyclable material campus wide.

Examples of Duties
Pick up of recyclable material on campus including emergency pick-ups.
Processing of recyclable material collected on campus.
Train student/temporary employees on recycling routes and use of equipment.
Track labor log hours for self and crew.
Ensures work time is recorded on proper job codes.
Maintain equipment and vehicles that are used on a daily basis.
Ensure attendance of all required training by the facilities department is met with 100% compliance.
Support and assist recycling and waste management coordinator in program operations.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: recycling routes and pick-up locations; operating compactors and forklifts.
Skill in: working with mileage logs, pick-up requests, labor logs, and timesheets; establishing a rapport with a variety of people; prioritizing workload; monitoring equipment and vehicles; finding new solutions for processing materials more efficiently.
Ability to: read and understand work and pick-up request, equipment manuals, and labor logs; to perform basic math functions; effectively communicate and direct the work of others.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/27/2012