

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: RECYCLING TECHNICIAN

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Maintenance & Operations Director, plan, schedule, and perform a variety of tasks pertaining to the recycling program at Victor Valley College.

DISTINGUISHING CHARACTERISTICS:

The Recycling Technician will provide support to enhance the recycling efforts of the District through a multitude of tasks including, but not limited to, source identification, source reduction, collection of recyclables, consolidation of collected materials, redemption, and record keeping.

REPRESENTATIVE DUTIES:

Perform scheduled service of all recycling collection receptacles throughout the campus. Sort and process the materials for redemption. *E*

Collect waste cardboard from throughout the campus and process it for redemption. *E*

Perform scheduled service of the white paper recycling cans in all offices throughout the campus. *E*

Collect and sort ink jet and toner cartridges for either deposit return or recycling redemption. *E*

Monitor, sort, and transport the District's scrap metal collection for redemption. *E*

Collect and transport wooden pallets for redemption. *E*

Transport, or make arrangements for transportation of recyclable materials to the appropriate receiving facility for redemption. *E*

Track and organize hazardous waste generated by the Maintenance and Operations Department and prepare it for pick by the District's hazardous waste contractor. *E*

Remain familiar with current recycling methods and requirements, as well as regulations mandated by local, state, and federal agencies. *E*

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Maintain computer and written records of types, quantities, and values of all materials collected for recycling, as well as the funds collected for those materials. *E*

Provide source reduction information and ideas to help the District reduce its annual output of trash, and to increase its use of recycled materials in its day to day business operations. *E*

Provide recycling training to other departments that will lead to a higher recycling level. *E*

Develop and participate in positive marketing strategies to aid in increasing the awareness of the recycling program with staff, faculty, students, and visitors. *E*

Perform minor maintenance and cleaning on recycling receptacles and machinery. *E*

Assist other members of the Maintenance and Operations Department with other related duties as assigned. *E*

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

District organization, operations, policies and procedures.

Health and safety practices, regulations and procedures.

Proper methods of storing equipment, materials and supplies.

Proper methods of storing hazardous waste.

Recordkeeping techniques.

Basic math.

ABILITY TO:

Operate a lift truck (forklift) to load and unload materials from flatbed and container trucks.

Maintain records and prepare reports.

Work cooperatively with others including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

Perform heavy physical labor.

Understand and follow oral and written directions.

At the District's expense, obtain a California commercial "B" drivers license within one year from the date of hire.

At the District's expense, obtain and maintain a commercial medical certificate (DL 51A) to operate commercial vehicles.

Use basic hand tools to complete basic repairs on recycling equipment.

Operate a computer using Microsoft Word and Excel programs, and to navigate the internet for timely recycling information.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school and one year of custodial or warehouse experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver License – Commercial B.
Lift Truck Operator Certificate.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Discloser:

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. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor, Outdoor and Shop Environment:

Position requires heavy lifting (over 50 pounds), standing and walking for extended periods of time, bending at the waist, climbing, crawling, kneeling, reaching, pulling, pushing, carrying, climbing ladders and working at heights or in cramped or restrictive work chambers, dexterity of hands and fingers to operate equipment, hand and power tools, seeing to observe and assess recycling needs, and driving from site to site to conduct work.

While performing the duties of this job, the employee is regularly exposed to an outdoor and shop environment subject to adverse weather conditions and noise from equipment operation. The employee is exposed to moving mechanical parts, high voltage, fumes, and dirt.