

JOB DESCRIPTION

RECYCLING AUDITOR– PUBLIC WORKS

DESCRIPTION OF DUTIES:

The Recycling Auditor position is a temporary position assigned to the Public Works Division. This position is funded by a grant and an employee in this position will be responsible for inspecting, assessing and monitoring individual residential recycling containers for the purpose of evaluating and documenting contaminants that are contained within. The primary objective of this position is to identify contaminants, educate the public on proper recycling methods to help

EXAMPLES OF WORK: (Note: These examples are intended merely as illustrations of the various types of work performed)

- Inspects recycling carts at residential households to monitor for contaminants.
- Places specific notifications on contaminated loads and takes photos of contaminated materials as needed.
- Updates and submit required reports.
- Assists in educating the public on proper recycling guidelines.
- Serves as a representative and ambassador of Canton's Curbside Recycling Program.
- Performs other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated interest in environmental issues preferred.
- Minimum age of 18 years old
- Available and willing to work 5:00 a.m. to 2:00 p.m. Monday thru Friday and specified Saturdays for a period of 9 weeks.
- Strong aptitude for visually observing materials and discerning or making a fair judgment call on the quality of the recycling contents.
- Ability to work independently and use good judgment.
- Must be able to report to / leave from designated locations throughout the Township to start and end each day.
- Ability to walk on uneven terrain and ability to work in adverse weather conditions.
- Ability to walk and/or stand for entire duration of shift with no scheduled break.
- Ability to work in areas that do not have immediate access to plumbing or heating.
- Ability to communicate effectively and establish good working relationships with the public, contractors, supervisors and other employees
- Ability to deal with the public in a tactful and courteous manner.
- Must be able to understand and follow oral and written instructions
- This is an "At-Will" position: Work assignments and hours are scheduled based on availability, division requirements and within the confines of the grant requirements. Schedules and work hours are not guaranteed and are subject to change at any time due to division needs, budgeting constraints and staff availability and grant guidelines.

Physical Demands:

<u>Physical Demands</u>		<u>Lift/Carry</u>	
- Stand-	Frequently	- Less than 10 lbs-	Frequently
- Walk-	Frequently	- 10 - 29 lbs-	Occasionally
- Sit-	Rarely	- 30 - 59 lbs-	Rarely
- Use of Hands/Fingers-	Constantly	- 60 - 100 lbs-	Rarely
- Reach-	Frequently	<u>Push/Pull</u>	
- Climb-	Rarely	- Less than 10 lbs-	Frequently
- Crawl-	Rarely	- 10 - 29 lbs-	Frequently
- Squat or Kneel-	Rarely	- 30 - 59 lbs-	Frequently
- Bend-	Rarely	- 60 - 100 lbs-	Rarely

Reports To: Public Works Supervisor or Designee