

**LEE COUNTY  
JOB DESCRIPTION**

**Job Title:** Recycling Hand (Non-Exempt Position)

**Department:** Recycling

**Location:** Lee County

**Reports To:** Commissioner Pct.3

**FLSA Status:** Non-exempt

**SUMMARY**

Under immediate supervision, this is limited skill work in the County's recycling department. The work involves the operation of trucks, tools, and other equipment: has no supervisory responsibility; has no responsibility for reports; may have contact with the public.

**SUPERVISION RECEIVED**

Works under the general supervision of the Commissioner.

**SUPERVISION EXERCISED**

None generally.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Performs a variety of tasks related to recycling, such as loading and unloading boxes and drums, moving materials by hand, truck, or pallet jack.
2. Cleans and maintains hand tools, trucks, and mechanical equipment used.
3. Must be able to operate trucks up to but not larger than 26,000 GVWR
4. Performs related work as required.

Note: The duties listed on the previous page 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 and is assigned by the supervisor.

**MANDATORY QUALIFICATIONS:**

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must be insurable by Lee County's insurance company in order to operate County vehicles.

**OTHER SKILL AND ABILITIES**

Must be able to perform strenuous work in the outdoors under all weather conditions and be able to establish and maintain an effective and cooperative working relationship with other employees.

**DESIRED MINIMUM QUALIFICATIONS:****LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

**PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to feel or handle objects, tools or controls; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

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.

This position has been identified with possible risk of exposure to blood borne pathogens and/or other various hazards that require immunization against such exposure.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate to loud.

Treas/personnel/Recycling Hand