

CLEANER/RECYCLING WORKER

GENERAL STATEMENT OF DUTIES: Performs routine cleaning tasks and assists the public with sorting of recyclable materials; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class are responsible for routine building cleaning tasks as well as the maintenance of public parking lots. In addition, the incumbent works at the Town's recycling center and assists the public with the sorting and placement of recyclable materials. While supervision is not a responsibility of this position, the incumbent may oversee the work of part-time or seasonal employees at the recycling center.

EXAMPLES OF WORK:

Assists the public with the sorting of recyclable materials at recycling center(s) to ensure that materials are properly sorted and placed in appropriate containers;

Prepares sorted recyclable materials for shipment to market and schedules trucking necessary for delivery to respective markets;

Interacts and communicates with the public to educate and answer questions on aspects of the Town's recycling program;

Cleans and maintains recyclable drop-off site(s);

Mops and/or sweeps floors, corridors, stairs and lavatories;

Dusts desks, chairs, tables, bookshelves, filing cabinets, etc.;

Waxes furniture and floors, washes windows, walls and partitions;

Vacuums floors, rugs and carpets, moves furniture;

Removes trash and debris from commuter parking lots and perimeters;

Insures that trash bins are emptied according to established schedule;

Reports light outages to supervisor.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with recyclable materials and the Town's regulations regarding same; familiarity with building/structure cleaning practices, supplies, and equipment; ability to follow field operation schedules and instructions; ability and willingness to carry out operations and assignments under all weather conditions; ability to effectively organize and schedule necessary trucking of materials; ability to perform menial tasks; ability to follow simple oral and written instructions; reliability; thoroughness; dependability; honesty; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None