

## LEAD MAINTENANCE MECHANIC (RECYCLING)

GENERAL STATEMENT OF DUTIES: Oversees the work of personnel engaged in a municipal recycling center including the receipt and disposition of assorted recyclable materials, and composting and mulching activities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for maintaining a municipal recycling center and overseeing tasks relating to recycling, disposition of recyclable materials and composting/mulching operations. Incumbents of this position may be required to participate in the actual work of the crew on an as needed or occasional basis. Incumbent oversees the work of the personnel engaged in municipal recycling activities.

### EXAMPLES OF WORK: (Illustrative Only)

Oversees the operations of a municipal recycling center;

Oversees recycling center personnel engaged in the collecting or receipt of recyclable materials;

Oversees the work of recycling personnel in the disposition of recyclable materials;

Assigns crews to route and trucks and recycling activities (i.e., composting of materials, distribution of mulch, etc.);

Keeps simple records and makes reports on work done;

Investigates complaints regarding the collection of recyclables;

Maintains contact with officials at the County Recycling Office and other municipalities to keep abreast of new regulations as well as new opportunities;

Calls upon and visits private recycling companies for marketability of municipal recycled materials;

Assists with the development of bid specifications for the collection and disposal of recyclables in various municipal buildings;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

May participate in the collection, receipt and disposal of recyclable materials, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of recyclable collection and disposal techniques and methods; knowledge of marketability of recycling products; knowledge of recycling methods and practices; knowledge of composting operations; familiarity with local source separation law; demonstrated ability to plan and oversee the work of others; ability to secure the co-operation of others; ability to keep simple records and prepare simple reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; reliability; mental alertness; physical strength and endurance; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school graduation or possession of a high school equivalency diploma and either: a) two years of experience in sanitation or recycling activities; or b) two years of work experience in the recyclables market; or c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid license (appropriate to the equipment to be operated) to operate a motor vehicle in New York State at time of appointment.