
Auburn University Job Description

Job Title:	Tech, Recycling	Level I	Grade 27 \$20,300 - \$33,800
Job Code:	NA23	Level II	Grade 28 \$22,300 - \$37,200
FLSA status:	Non-exempt		

Job Summary

Assists with the daily operations of the recycling center by ensuring the recycled materials and equipment are handled properly.

Essential Functions

1. Separates various recyclable materials, stores materials, and loads materials into baler.
2. Ensures recyclables brought into the processing center are free from contaminants and removes them if found.
3. Prepares separated recyclable materials for compaction, storage, and shipment to market.
4. Operates automotive equipment to collect, deliver, load and transport recycling materials to designated location.
5. Maintains weight reports, shipping invoices, and assists the supervisor with compiling needed reports.
6. May be required to perform minor repairs and routine maintenance on equipment.
7. Provides public outreach by conducting tours of the Recycling Processing Center.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Duties require basic physical and mental skills and abilities, including use of hand tools, power tools or other equipment and use of basic math or reading skills.	Follows detailed instructions and procedures.	High school diploma or equivalent.
II	Duties require basic or advanced physical and mental skills and abilities, including use of hand tools, power tools, heavy machinery or other equipment and use of basic or intermediate math, reading or writing skills. Duties may require personal protective gear and/or knowledge of special safety or regulatory procedures.	Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently.	High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** High school diploma or equivalent.
- Level II** High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education	Focus of Experience
High School Diploma or equivalent	Experience in recycling techniques

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of proper safety requirements around heavy equipment.

Certification or Licensure Requirements:

Valid Driver's License

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/21/2012
