

Village of Pewaukee
POSITION DESCRIPTION

TITLE: Recycling Center Attendant (Part-Time)
DEPARTMENT: Public Works
SUPERVISED BY: Operations Supervisor, Director of Public Works

POSITION SUMMARY:

This position is responsible for monitoring the operation of the Recycling Center to ensure compliance with Village rules and regulations.

DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

Essential functions include, but are not limited to:

1. Promptness and reliability, with regular and predictable attendance from March through December.
2. Monitor the Recycling Center to ensure compliance with Village rules and regulations.
3. Ensure that only Village residents utilize the Yard Waste area of the Recycling Center.
4. Maintain a safe and clean environment at the Recycling Center.
5. Directing proper placement of incoming materials.
6. Assisting residents with placement of materials when asked.
7. Ability to lift and carry up to 30 pounds.

EDUCATION, EXPERIENCE AND TRAINING:

1. High school graduation or equivalent.

ESSENTIAL KNOWLEDGE AND ABILITIES:

1. Excellent oral and written communication ability.
2. Ability to cooperate with others and the perseverance and motivation to work independently.
3. Ability to establish and maintain effective working relationships with others.