

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Drop-Off Recycling Center Attendant	GRADE:	OPR I
DEPARTMENT:	Park Services	JOB NO:	7210
DIVISION:	Parks and Forestry	DATE:	8/31/15
REPORTS TO:	Parks Maintenance Supervisor	FLSA STATUS:	NE
FULL-TIME: X	PART-TIME:	TEMPORARY:	COST CENTER: 512

REPLACES: New Position

DATE:

JOB SUMMARY STATEMENT:

Under general supervision, oversees the daily operation of the City's drop-off recycling center. Supervises and directs volunteers and temporary staff assigned to the center. Assists and educates users of the facility about the center and recycling. Maintains the center's upkeep and schedules container pickups. Assist Supervisor in emergency operations, including snow removal, as required.

DUTIES AND RESPONSIBILITIES:

1. Oversees the daily operation of the recycling center. Opens and closes center and performs record keeping for site activities. Supervises and directs volunteers and temporary staff assigned to the center.
2. Assists users of the facility regarding operating hours, acceptable materials, placement in appropriate containers and directs traffic as needed. The employee must have strong customer services skills to provide community outreach and public education about recycling.
3. Maintains the center's upkeep; moves/arranges recyclables in containers to ensure they are filled to capacity; removes non-recyclable items as needed, schedules container pick-up with center contractors and all other duties as assigned.
4. Assist Supervisor in emergency operations, including snow removal, as required.
5. Assist Parks Maintenance Supervisor with special tasks related to maintenance of the parks system, as needed.
6. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
7. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High school diploma or equivalent. Possession of a valid driver's license and maintain and insurable driving record.

EXPERIENCE:

Experience working in a customer service environment preferred.

SKILLS:

1. Attention to detail
2. Human Relations/Interpersonal skills
3. Good oral communication skills
4. Basic math skills

MENTAL REQUIREMENTS:

1. Ability to meet deadlines
2. Diplomacy and judgment
3. Ability to train and guide others
4. Ability to prioritize multiple tasks
5. Ability to carry out assignments through written and oral instructions
6. Ability to work in environment with many distractions and interruptions.
7. Ability to work independently

PHYSICAL REQUIREMENTS:

1. Ability to operate City vehicle
2. Ability to operate power and/or hand tools such as screw drivers, hammers, pliers, leaf blower and mower
3. Ability to make and receive phone calls
4. Ability to operate office equipment such as copy machine, calculator, fax machine, computer, telephone.
5. Ability to push/pull up to 50 lbs.
6. Ability to lift 50 pounds and transport 20 feet
7. Ability to reach, stand, lift, bend, stoop, push, pull, and walk
8. Excessive standing and/or walking
9. Exposure to loud noises
10. Exposure to extreme temperatures

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Volunteers and temporary staff

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.