



# Mitchell County Conservation Board

The Mitchell County Conservation Board is now accepting applications for a Recycle Center Attendant. Under supervision of the Executive Director, performs administrative duties, material processing, customer service and maintenance work, as part of operations of the Mitchell County Recycling Center.

The position will be generally Tuesday through Saturday -- 8 a.m. - 5 p.m. and will include some Mondays, evenings, weekends and holidays as assigned. This position will involve constant activity such as walking, lifting and carrying. Work setting is both indoor work and outdoors.

This position is a full-time position and is FLSA non-exempt. County benefits include health insurance, vacation, sick time, and IPERS retirement package.

Applicants must submit a cover letter and resume. Applications and resumes can be mailed, emailed or delivered in person with attention to Mike Miner to Mitchell County Conservation Board, at 1879-3 Highway 9 Osage, IA 50461 or [mminer@mitchellcoia.us](mailto:mminer@mitchellcoia.us)

Application deadline is August 4, 2023 at 4:00pm.

# Mitchell County -- JOB DESCRIPTION

**Department:** Mitchell County Conservation Board      **Position Status:** Full-Time

**Title:** Recycling Center Attendant

**Compensation:** \$20.00 – 22.00/hr. County benefits include: Health Insurance, vacation, sick time, deferred compensation, and IPERS.

**Work Hours:** Tuesday-Saturday: 8 a.m. to 5 p.m. With some Mondays.  
Required to work evenings, weekends, and holidays as assigned.  
[FLSA: Non-exempt -- over 40 hr/wk compensated at 1.5 times hourly rate.]

**Department:** County Conservation Board

**Supervisor:** Executive Director of the Mitchell County Conservation Board

## GENERAL SUMMARY

Under supervision of the Executive Director, performs administrative duties, material processing, customer service and maintenance work, as part of operations of the Mitchell County Recycling Center.

## QUALIFICATIONS

**Minimum education requirement:** A high school diploma or GED.

## ESSENTIAL JOB DUTIES – Recycling Center Attendant

1. Waits on customers to provide service pertaining to the collection and processing of recyclable, garbage, and yard waste materials.
2. Assist in offloading materials from customer's vehicles.
3. Separates packs and loads materials for storage and shipment. Includes pop/beer recyclables sorting.
4. Grades/moves gravel, dirt and snow in order to provide facility access by operating tractors, loaders and other equipment.
5. Performs maintenance and cleanup of buildings by using paint, mops, brooms, pressure washer, squeegee, hammer, screwdriver, power saws, drills and other power equipment.
6. Using computer system, responsible for office tasks associated with records for material collection and received revenues.
7. Uses tractors and other equipment to move, process, unload and load materials.

### **Additional Functions:**

The essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Ability to work with the public in a friendly and polite manner.
2. Ability to operate trucks, tractors and other equipment.
3. Ability to work outdoors in inclement weather and high humidity.
4. Knowledge of computers and office equipment.

### **Physical Requirements**

Work involves constant activity such as walking, standing, bending, stooping, kneeling, reaching vertical and horizontal, using of fingers, hands, feet, legs and torso in providing various services and functions. Ability to operate various types of vehicles, machinery, and equipment in a safe and proficient manner. Involves the use and maintenance of trucks, tractors, skid loader, attachments, small engines, pumps, power tools and other various hand and power tools. Must be able to frequently lift, carry, push and pull at least 50 lbs. Work requires the ability to read and understand data and technical information from manuals, screens, and other devices.

### **Language Ability and Interpersonal Communication**

Must have the ability to communicate effectively in both written and oral communication with co-workers, Executive Director, Board Members and the general public. Ability to establish and maintain an effective working relationship with Conservation Board, Executive Director, co-workers and other agencies, and the general public.

### **Environmental Adaptability**

Regular exposure to temperature extremes according to the Iowa seasons. Frequent exposure to occupational hazards involved in operating a variety of mechanical equipment, hand and power tools in various maintenance/repair functions. Exposed to toxic agents, dust, odors, noise, vibrations, etc.

Mitchell County is an Equal Opportunity Employer.