Position Description

<table>
<thead>
<tr>
<th>UW System Title:</th>
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</thead>
<tbody>
<tr>
<td>Working Title:</td>
<td>Recycling lead</td>
</tr>
<tr>
<td>Supervisor's Working Title:</td>
<td>Building and Grounds Supt.</td>
</tr>
<tr>
<td>Hours/Shift:</td>
<td>6am-2:30pm</td>
</tr>
<tr>
<td>Department:</td>
<td>Facility Services - recycling</td>
</tr>
<tr>
<td>Supervisory Position:</td>
<td>No</td>
</tr>
<tr>
<td>Employee Category:</td>
<td>University staff</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-exempt</td>
</tr>
<tr>
<td>Date Created/Updated:</td>
<td>3/13/2020</td>
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Position Summary

General Responsibilities
Remove recyclable materials and refuse from university buildings and exterior containers and transport the materials to the Waste Education Center and/or appropriate dumpster. Process recyclable materials for shipment. Load trucks. Operate equipment associated with the recycling operation. Schedule and train staff in recycling operation. Maintain appropriate recycling records and coordinate with vendors. Provide services to the university community. Assist grounds and custodial departments as needed.

This position typically is scheduled to work Monday through Friday from 6am-2:30pm. The person occupying this position is required to work the weekend students move into the residential living halls at the beginning of the fall semester.

Goals and Objectives
70% Transport and sort recyclable materials and refuse
- Pickup and process recyclable materials from all campus buildings from designated recycling areas.
- Pickup, process, and weigh food waste from dining areas on campus.
- Transport dumpsters from interior areas of campus out to parking lots for servicing.
- Pickup and process assorted items for recycling (batteries, pallets, ink jet cartridges, lumber, metal, etc.)
- Collect and process refuse from academic and administration buildings.
- Collect and process confidential, sensitive papers to Waste Education Center.
- Sort and process all recycling materials
- Clean, sanitize all brutes and containers used for recycling
- Operate and maintain equipment (bailers, compactors, forklift, stakebed truck, etc.)
- Maintain a safe and sanitary work area. Sweeping, washing, disinfecting areas.

20% Lead worker duties
- Instruct/train new employees and students
- Coordinate scheduling of student staff
- Safety training on machinery, trucks, forklifts, PPE, etc.
- Train staff on operating equipment
- Assign work duties to recycling staff
- Paperwork associated with recycling – daily, monthly weights of recycling etc.
- Communicate with vendors – changing out dumpsters, scheduling cardboard bale pickup etc.
- Communicate daily with Building and Grounds Supt.

10% assist with special requests
- Provide recycling services requested through facility services work order system
- Provide and maintain containers for campus special events – conferences, athletic games, weddings etc.
- Provide and maintain recycling containers for move out for collecting “good will” items
- WORKING MOVE IN DAY FOR STUDENTS IS REQUIRED EACH FALL
- Assist grounds and custodial as needed
- Assist in snow removal team

*Minimum requirements:
- must be able to lift 75 lbs
- valid drivers license

<table>
<thead>
<tr>
<th>Primary Responsibilities</th>
<th>%</th>
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<tbody>
<tr>
<td>• Transport and sort recyclable materials and refuse</td>
<td>70</td>
</tr>
<tr>
<td>• Lead worker duties</td>
<td>20</td>
</tr>
<tr>
<td>• Assist with special requests</td>
<td>10</td>
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</table>

Qualifications – Knowledge, Skills, and Abilities:

Knowledge, Skills, and Abilities
- Strong communication skills
- Ability to adapt to change
- Management and supervisory skills

Physical Effort/Demands:
- Sitting
- Standing
- Walking
- Lifting your arms above your head to reach high, possibly difficult, areas
- Kneeling
- Squatting
- Stooping
- Frequently lift 50 pounds
- Occasionally lift 75-100 pounds

Equipment Operated:
- Operating balers, compactors, forklifts, stake bed trucks

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<tr>
<th>Working Environment:</th>
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<tr>
<td>The noise level in the work environment can be loud. Can be dirty, wet floors, all weather conditions</td>
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</table>
This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

______________________________  ________________
Employee Name                  Date

______________________________  ________________
Employee Signature             Date

______________________________  ________________
Supervisor Name                Date

______________________________  ________________
Supervisor Signature           Date