

**COLLECTIONS OPERATOR
JOB DESCRIPTION
GRADE K**

The Collections Operator position is a nonexempt full time position. The Collections Operator position will report to the Collections Supervisor and or Assistant Collections Supervisor.

RESPONSIBILITIES (include, but are not limited to the following)

- Operate commercial collection vehicles
- Empty commercial carts into compartmentalized truck
- Operate curbside truck with trailer
- Assist Curbside Helper with collection of curbside recyclable material
- Transport empty drop off containers from the Recycling Processing Facility to various locations in the county.
- Retrieve full drop off containers from various locations in the county and transport them to the Recycling Processing Facility.
- Ensure cleanliness of drop off sites.
- Empty trash in recycling building and tipping floor.
- In winter, assist in plugging curbside trucks and hoop trucks into heaters located in the maintenance building.
- Complete required paperwork for data entry in a timely fashion.
- Perform daily maintenance inspection of curbside truck and trailer, commercial vehicles and or hook truck.
- Assist Processing Supervisor and or Quality Control Tipping Supervisor when necessary.

JOB REQUIREMENTS

- Be capable of physical labor
- Possess basic mechanical knowledge
- Possess a valid Class "A" PA driver's license
- Deal effectively with the public
- Must be able to make safe and responsible decisions
- Must be able to work without direct supervision

EDUCATION

- Must be a high school graduate or equivalent.