

**Greentree Solid Waste Authority  
P. O. Box 2405 \* 26590 Hwy 70  
Ruidoso Downs, New Mexico 88346**

**Position Description**

**Job Title:** Recycling Labor  
**Department:** Collections

**Position Type:** Temp/Full Time  
**Reports to:** Dispatch

**Position Objective:** This is a heavy, manual work of a repetitive nature in the collection or disposal of trash and refuse of all kinds.

**Supervision Received:** Operational Supervisor

**Supervision Exercised:** None

**Minimum Qualifications:**

**Education and Experience:**

- High School diploma or GED certificate. Some experience preferred.

**Knowledge, Ability and Skills**

- Possess a positive attitude, strong work ethic, and exercise independent judgment and tact.
- Communicate in both English and Spanish preferred and successfully work in a multicultural environment;
- Listen, grasp and quickly respond positively to supervision and instruction;
- Effectively and efficiently communicate in writing;
- Work as part of a team in a fast-paced, complex work environment;
- Maintain pleasant working relationships with supervisors, co-workers, and the public;
- Follow oral and written instructions.
- Perform basic maintenance on equipment.
- Operate truck and assigned equipment, including cell phones;
- Handle truck and/or equipment in traffic and be familiar with traffic laws and regulations.
- Be familiar with safety procedures required in the loading and unloading of refuse material.
- Be familiar with and able to distinguish the kinds of refuse materials which may be picked up or put in Roll-off containers

**Requirement/Certification/Licenses:**

- Valid New Mexico Driver's License.
- Successful completion of the pre offer drug test screening.
- A post offer employment medical examination may also be required.

**Essential Duties and Responsibilities:**

The list of employment duties below enumerates the main functions for this position, but shall not be considered to be comprehensive of all duties to be performed by the employee as it is impossible to fully list all duties.

- Performs routine duties in the cleaning, maintaining, and setting of various types of containers
- Operates Back Hoe and other equipment, such as balers, hoist, fork lift, etc
- Picks up trash around Roll-offs and grounds, including bags, loose trash, brush, junk, etc
- Do simple record keeping and calculate receipts
- Cleans the yard, grounds, and building as assigned
- Participates in and successfully completes all required safety training

- Performs other duties as assigned

## Physical Demands

Employment with GSWA is physically demanding for all employment positions. Throughout the workday employees are required to lift, reach, bend, stoop, sit and stand for prolonged periods of time, walk, climb, crawl, crouch, and perform repetitive tasks requiring dexterity, coordination, hand grasp, manipulation and rapid movement. These tasks are performed on hard and soft, even and uneven surfaces and on inclined slopes. Additionally, employees are required to handle objects weighing up to 50 pounds. It is the employee's duty to seek assistance in handling heavy objects the employee deems to be too heavy to handle alone. Due to the nature of the work, employee workplace hazards include, but are not limited to, cuts, bruises, dog bites, and exposure to disease, hazardous materials, mists, fumes, dust, oils, fuel, household cleaning materials, dead animals, unpleasant odors and extreme noise levels.

## Work Hours & Conditions

GSWA office employees work indoor and outdoor during the workweek. Some regular work hours may be before dawn in the morning and after dusk in the evening. Additionally, emergency situations may require employees to work earlier in the morning or later in the evening than the employee's regularly scheduled hours and on weekends and holidays.

## Acknowledgement

I, \_\_\_\_\_ acknowledge receipt of this job description for the position for which I have been hired by GSWA. Further, my signature below evidences my understanding of the duties expected of me and the conditions in which I will be working. I understand that this job description does not constitute an employment agreement between me and GSWA and that my job description may be changed by my GSWA supervisor as the needs and demands of GSWA change and as the requirements of the position change.

06/18

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Coordinator Signature Date

\_\_\_\_\_  
Operational Supervisor Date