



POSITION VACANCY ANNOUNCEMENT

Position: Recycling Coordinator (PT)
Salary Range: \$15.00/hour
Posting Date: January 19, 2024

Department: Solid Waste (Landfill)
FLSA Status: Non-Exempt
Closing Date: Open Until Filled

Job Summary: This position is responsible for overseeing the operations of the county recycling center.

Major Duties:

- Opens and closes recycling center.
- Monitors recycling deposits to ensure placement into proper containers.
- Notifies Disposal Company of full bins, schedules pickups of bins.
- Assists the public in the unloading of recyclables from vehicles and placing them in bins.
- Mows grass and cleans and maintains recycling center.
- Schedules glass crushing as needed.
- Performs other related duties as required for the efficient operations of the department.

Knowledge Skills and Abilities:

- Knowledge of EPA and EPD guidelines pertaining to recycling center operations.
- Knowledge of applicable county and departmental safety rules and regulations.
- Knowledge of techniques for storing and managing deposited recyclables.
- Skill in operating computerized scales and similar specialized equipment.
- Skill in maintaining accurate records and preparing reports.
- Skill in performing basic mathematical calculations.
- Skill in interpersonal relations.
- Skills in oral and written communication.
- Ability to identify and resolve problems in a timely manner.
- Ability to work independently with minimal supervision.
- Ability to establish and maintain effective working relationships with other personnel and the public.

Minimum Qualifications:

- Possession of a high school diploma or equivalent.
- One to two years of experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position.
- Or any equivalent combination of education, training, and/or experience which provides the requisite knowledge, skills, and abilities for this job.

The successful candidate must complete a Background/Reference Check and Pre-Employment Drug Screening prior to the start of employment.

Habersham County is an Equal Opportunity Employer and a Drug Free Workplace.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.