

# Employment Opportunity: Part-Time Recycle Center Laborer



The City of Ingleside is accepting applications for the position of Part-Time Recycle Center Laborer. The Part-Time Recycle Center Laborer processes recyclable materials. Responsible for separating different materials and grouping things together based on what they're made of. This can involve taking some products apart and separating their components. Ensure that hazardous materials are separated. Responsible for keeping a clean work area and this can also be important for workplace safety.

Minimum qualifications require high school diploma or GED equivalent; one-year experience related field, or any equivalent combination of education and experience. Must possess a valid State driver's license or have the ability to obtain one prior to employment.

Salary is starting at \$16.23 per hour. Application can be submitted to Human Resources, P.O. Drawer 400, Ingleside, Texas 78362, via email at [HumanResources@InglesideTX.gov](mailto:HumanResources@InglesideTX.gov)

Applications are available at Ingleside City Hall, 2671 San Angelo, between the hours of 8:00 AM and 5:00 PM or online at [www.inglesidetx.gov](http://www.inglesidetx.gov). Please contact Human Resources, at (361) 776-2517 to obtain additional information about this position. A negative pre-employment drug test and pre-employment physical are required as part the City of Ingleside employment process.

The City of Ingleside does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, in employment or the provision of services and encourages anyone interested in this position to apply.

Ingleside desires diversity at all levels of its workforce!



## CITY OF INGLESIDE JOB DESCRIPTION

### Part-Time Recycle Center Laborer

**Department:** Public Works  
**FLSA Status:** Non-Exempt  
**Effective Date:** 11/02/2022

#### POSITION SUMMARY

Processes recyclable materials. Responsible for separating different materials and grouping things together based on what they're made of. This can involve taking some products apart and separating their components. Ensure that hazardous materials are separated. Responsible for keeping a clean work area and this can also be important for workplace safety.

#### QUALIFICATION REQUIREMENTS

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates and maintains Recycle Center.
- Directs citizens on where to drop off material within the facility.
- Interacts with costumers and explains to them how to recycle or how dispose of materials not accepted.
- Cleans recycling yard by sweeping, raking, picking up loose material, or moving barrels and bins.
- Operates balers to compress recyclable materials into bundles or bales.
- Keeps log of recycled materials
- Operates processing equipment, such as forklifts, pallet jacks, fiber-sorters and grinders, to sort, crush, or grind recyclable materials.
- Inspects incoming loads for unacceptable waste; and remove unacceptable items as required.
- Performs other job-related duties as assigned.
- Monitors the level of recycled materials and notifies the supervisor when they need to be hauled

**SUPERVISION RECEIVED AND EXERCISED**

- Limited supervision
- Under the direction of the Director of Public Works and the Director of Infrastructure Services

**EDUCATION AND EXPERIENCE REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- **Education** – High School Diploma or GED
- **Experience** – Minimal Experience
- **License or Certificate** – Valid driver's license in the State of Texas (Class C required; Class B preferred).

<b>Required Education:</b>	High School Diploma/GED
<b>Required Experience:</b>	Minimal experience
<b>Combination OK?</b>	Yes

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Ability to operate baler.
- Some knowledge of the occupational hazards of the work and of the necessary safety precautions.
- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with associates, vendors, businesses, and the public.

<b>Admin.:</b>	Logs and reports
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**PHYSICAL DEMANDS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions*

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force.
- Work regularly requires using hands to finger, handle, or feel; reaching with hands and arms; frequently requires standing, walking, stooping, kneeling, crouching or crawling, lifting, and repetitive motions; and occasionally requires sitting, climbing or balancing, smelling, pushing, or pulling.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires operating motor vehicles or equipment and observing general surroundings and activities.
- Work requires preparing and analyzing written or computer data
- Work occasionally requires exposure to outdoor weather conditions, exposure to toxic or caustic chemicals, exposure to fumes and airborne particles, or exposure to bloodborne pathogens, and may require the use of specialized personal protective equipment.
- Work is generally in a moderately noisy location (e.g. on or near noisy equipment).

<b>Weight</b>	10-50 lbs.
<b>Environment</b>	Mod. Noisy
<b>Physical Activity</b>	Heavy

**Personnel and Policy Handbook section 3-C**

*“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”*

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

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Employee Signature

\_\_\_\_\_  
Date