

**Comal County  
Job Description**

**Job Title:** Assistant Recycling Site Manager  
**Department:** Recycling  
**Employee Name:**  
**FLSA Status:** Nonexempt  
**Prepared by:** Human Resources  
**Approved by:** Commissioners Court

**Job Code Number:** 502  
**Salary:** N7  
**Employee ID:**  
**Reports To:** Recycling Site Manager  
**Prepared Date:** 07/18  
**Updated:**

**SUMMARY**

The Assistant Recycling Site Manager's primary responsibility is the overall operation and maintenance of the County Chipper. Additional duties include, assisting with all tasks related to collection, compaction, disposal of recyclable materials, and to facilitate the general administration and management of the rural recycling program. This is a "safety sensitive position" which requires random drug and alcohol testing under the auspices of the Federal Omnibus Transportation Employee Testing Act (OTETA) OF 1991. Individual must be flexible, if applicable, to work on Saturday mornings from 8:00 am to 12:00 pm.

**SUPERVISION RECEIVED**

Works under the general supervision of the Recycling Site Manager.

**SUPERVISION EXERCISED**

In the absence of the Recycling Site Manager, assumes a supervisory roll.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Assists in managing the Comal County Recycling Center.
2. Directs traffic when dropping off recyclables, brush, cardboard, and e-recycling.
3. Operates the recycling truck staged at the Recycling Center.
4. Writes receipts for brush and tire drop off.
5. Keeps records (i.e. statistics, financials, etc.) for brush/mulch traffic, single stream recyclables, scrap metal, aluminum, e-recycling and paper.
6. Primary communicator to the general public in regards to recycling information.
7. Perform other duties as directed by the Recycling Site Manger.
8. Attendance is an essential function of the job.

**Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

### **MANDATORY QUALIFICATIONS:**

#### **EDUCATION and/or EXPERIENCE**

High School Diploma or GED equivalent; at least one (1) year of general equipment maintenance background and experience required.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Possess the minimum of a Class B CDL, air brake certification and tank vehicle endorsement; or able to satisfactorily obtain a CDL permit, pass the general knowledge test and pre-trip inspection, air brake certification and tank vehicle endorsement tests within 21 days prior to hiring; pass the CDL on-road driving test within 60 days of employment; must be insurable by Comal County Insurance Company in order to operate county vehicles.

#### **OTHER SKILLS AND ABILITIES**

Must be able to perform strenuous work in the outdoors under all weather conditions and be able to establish and maintain an effective and cooperative working relationship with other employees.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### **REASONING ABILITY**

Ability to apply commonsense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

#### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must regularly lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position has been identified with possible risk of exposure to bloodborne pathogens and/or other various hazards that require immunization against such exposure.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The noise level in the work environment is usually moderate to loud.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job 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 job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
*(Supervisor or Department Head)* *(Commissioners Court)*

Effective Date: \_\_\_\_\_ Revision History: \_\_\_\_\_

Acknowledgement of employee: \_\_\_\_\_  
*(Printed Last Name, First Name, MI)*

Signature of employee: \_\_\_\_\_