

## **City of Cimarron Job Description**

**Job Title:** Director of Recycling and Composting

**Departments:** General and Trash

**Reports To:** City Superintendent

**FLSA Status:** Non-Exempt

**Pay Range:**

**Approved By:**

**Approved Date:**

**Summary:** Under the supervision of the City Superintendent, the Director of Recycling and Composting is a non-exempt position under the FLSA. The Director of Recycling and Composting performs semi-skilled, and manual functions for city services related to the function of waste, parks and recycling.

**Essential Functions and Responsibilities.** Other duties may be assigned.

- Removes debris from streets, parks, and ditches, including fallen trees and trash;
- Operates a variety of equipment to accomplish tasks including: backhoe, loader, three ton boom truck, tractor trailer, dump truck, grader, welding equipment, mowing.
- Picks up customer recycling materials from drop off sites and transports to vendor;
- Sorts customer recycling when necessary;
- Works with vendors to collect recycling materials;
- Maintains records on department activities;
- Follows safety procedures and practices;
- Performs work according to policies, procedures and the personnel manual;
- Performs all other duties as assigned.

**Marginal Functions.** Other duties may be assigned.

### **Supervisory Responsibilities:**

Manages some community service workers or volunteer help. This position is responsible for the overall direction, coordination, and evaluation of these individuals. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include training helpers; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

### **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Works well in group problem-solving situations.
- Customer Service - Responds to requests for service and assistance.

- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains positive attitude; and gets along well with coworkers.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- Teamwork - Balances team and individual responsibilities; contributes to building a positive team spirit; puts success of team above own interests; and supports everyone's efforts to succeed.
- Organizational Support - Follows policies and procedures; and supports affirmative action and respects diversity.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; and sets goals and objectives.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; and follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; and monitors own work to ensure quality.
- Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; and works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; and uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; manages competing demands; and is able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; and ensures work responsibilities are covered when absent.
- Initiative - Volunteers readily and is willing to train in new operations, assignments, and teams; and asks for and offers help when needed.

**Education and/or Experience:**

Minimum Experience – Three months related experience and/or training; or equivalent combination of education and experience in maintenance.

Minimum Education – High School Degree or GED.

Preferred Experience – More than one year experience in maintenance.

Preferred Education - None.

Commercial Driver's License.

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

**Knowledge, Skills, Abilities:**

- Ability to operate backhoes, dump trucks, tractors, loaders and other department equipment.
- Knowledge of equipment and tools.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to record work orders, time records, project information.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out simple five to ten step instructions. Ability to deal with standardized situations with only occasional or no variables.
- Ability to work some weekends and overtime.

**Physical Demands:**

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals; outside weather conditions. Uses protective personal equipment. The noise level in the work environment is usually very loud.

---

*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*