



Monterey Regional Waste Management District

Job Description

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| Position: | Sort Systems Operator | Department: | Materials Recovery Facility |
| Position Status: | Full Time/Non-exempt | Bargaining Unit: | Operations Unit |
| Reports to: | MRF Supervisor/Assistant MRF Manager | Created: | July 1, 2019 |

DEFINITION

Under general supervision coordinates recycling activities of the MRF Sort Line and MRF Tip Floors, including sorting, separating and/or extracting recyclable materials from the waste stream or as assigned and leads others to accomplish the department objectives.

DISTINGUISHING CHARACTERISTICS:

This position is responsible for the safe operation of the MRF Sort Line, ensuring continuous flow of material from, directing and coordinating the work of Sorters (I- II); Incumbents must be able to multi-task, work independently, follow broad general instructions and communicate department goals and expectations to assigned workgroup.

ESSENTIAL FUNCTIONS

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all- inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices. 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 individuals with disabilities to perform the essential functions.

- Visually monitor and manually pull, extract, sort, separate material from the sort line in accordance with standard operating procedures.
- Effectively and proactively identify issues on the sort line that may cause unnecessary disruptions to sort line activity and take immediate action to correct or effectively communicate with appropriate staff to correct issues as they arise.
- Direct assigned staff in the performance of their jobs to efficiently and effectively process materials for recycling.
- Perform minor troubleshooting of MRF sort line.
- Visually inspect, manually pull, extract, sort, separate material from the tip floor or waste stream as assigned and clean materials for recycling and reuse as directed.
- Designated MRF BBP Responder
- Perform daily pre and post inspections and complete reports for all units that were used.
- Follow standard operating procedures and all safety rules and protocols.
- Is designated MRF Bloodborne Pathogen (BBP) Responder
- Adhere to an assigned work schedule and meet District attendance standards.
- Performs a variety of unskilled manual tasks primarily involving physical strength, dexterity and coordination.
- Separates materials on the public Tipping Floor such as tires, mattresses, wood, glass, metals, cardboard, etc. from waste materials with a forklift, as necessary, for recycling or reprocessing.
- Assists in loading and unloading trucks with a forklift, as necessary.
- Operates Baler(s) as needed to maintain efficient workflow of MRF operations
- May clear and clean landfill site, recycling centers and landscaped areas.
- Adhere to an assigned work schedule and meet District attendance standards.

- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees.
- Must show cooperation and respect to fellow employees and supervisors at all times.
- Assists other departments as needed.
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Safe work practices, procedures and proper use of Personal Protective Equipment (PPE).
- Knowledge of recyclable materials and grading levels.
- Computer systems fundamentals.

Ability to:

- Work independently to accomplish assigned tasks with broad general instructions.
- Perform heavy physical labor requiring strength, dexterity, and agility.
- Understand and carry out oral and written directions.
- Read and write at the level required for successful job performance.
- Communicate with all levels of staff and to provide lead direction to assigned staff.
- Support the goals and objectives of the Landfill and the District.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Ability to work safely in a fast-paced work environment without presenting a threat to self or others.
- Support the goals and objectives of the Landfill and the District.

Training, Education and Experience

- Any previous work experience in solid waste operations or recycling facility.
- Forklift operation
- Baler Operations
- High School Diploma desired.

Special Requirements:

- Pass a pre-employment physical examination including drug testing and pre-employment assessment of safe work capacity in relation to the essential job functions of the position and other safety equipment when necessary.
- Acquire and maintain safety certifications as required.
- Forklift certification required
- Adhere to related Federal, State, and Local safety laws and/or regulations.
- Work overtime, weekends and holidays, as assignments require.
- Work under such adverse conditions as inclement weather, heat, dust, chemicals and noise.
- Work in confined spaces.

TYPICAL WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Frequently stand and walk for 3-4 hours at a time; ability to grasp with both hands, stoop, kneel or crouch, bend/twist at waist to pick up or move materials or objects; physical ability to perform heavy physical labor; lift and move objects weighing up to 25 pounds without assistance and 50+ pounds with assistance; perform simple and power grasping, pushing, pulling, normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

Mental Demands: While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in verbal form; learn and apply new information or skills; complete work-related forms, documents, perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; interact with all levels of District management and personnel, and the public.

Work Environment: Normally work is performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to exposure to dirt, dust, fumes, noise, garbage, foul odors; often works around moving vehicles and equipment; constant contact with staff and the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print