



# Job Description

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<b>Position:</b>	<b>Sorter II</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>MRF Operations</b>	<b>FTE:</b>	<b>Full Time</b>
<b>Reports to:</b>	<b>MRF Supervisor</b>	<b>Created:</b>	<b>November 2019</b>

## **DEFINITION:**

Under supervision, performs a variety of unskilled manual tasks in the Materials Recovery Facility (MRF) and District disposal site. The Sorter II visually inspects, sorts, separates, and cleans materials on the MRF tip floor, MRF sort lines or other areas as assigned and performs other manual labor work as assigned. The Sorter II may be assigned to direct traffic on the MRF tip floor or onsite as needed and clean sort line screens.

## **DISTINGUISHING CHARACTERISTICS:**

This position is one level above the Sorter I and is distinguished from a Sorter I in that the Sorter II is responsible for directing traffic and cleaning sort line screens in addition to performing all the duties of the Sorter I.

## **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.

- Must be able to regularly work near or around high-powered magnets, as there are six such magnets inside the MRF building, which prohibits persons with pacemakers to be near or around them.
- Directs traffic on MRF tip floor or onsite as needed.
- May be assigned to operate light trucks.
- Must be able to communicate in English effectively to communicate with customers.
- Clean sort line screens as instructed. This requires employees to be able to wear a harness for fall protection and climb up/down sort system equipment, stand on slanted surfaces (30-40 degrees angle) to clean the screen and work in awkward positions.
- Visually monitor and manually pull material from the MRF sort lines as instructed.
- Visually inspect and manually pull recyclable material, such as tires, mattresses, wood, glass metals, etc., from the MRF tip floor or other areas, sort by type and deliver to appropriate location.
- Clean materials for recycling and reuse as needed.
- Clean work area as instructed and at end of shift.
- Performs a variety of unskilled manual tasks primarily involving physical strength, dexterity, and coordination.
- Lifts and moves heavy objects from MRF tip floor and/or sort lines.
- Assists in loading and unloading trucks.
- Assist with department safety inspections (daily or monthly): first aid kits, eyewash stations, fall protection/ harness equipment, etc.
- Perform baled material survey for quality control.
- Litter control, i.e., may pick litter at landfill site, recycling center or District grounds.



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- 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 always show cooperation and respect to fellow employees and supervisors.
- Adhere to an assigned work schedule and meet District attendance standards.
- 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.

### **Ability to:**

- Constantly stand and walk.
- Work independently and accomplish various assignments while being given broad general instructions.
- Perform work assignments that require specialized skills beyond unskilled manual tasks or knowledge.
- Perform heavy physical labor requiring strength, dexterity, and agility.
- Understand and carry out oral directions.
- Read and write at the level required for successful job performance.
- 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 without presenting a threat to self or others.

### **Training, Education and Experience:**

- Any previous work experience performing heavy manual labor.
- 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, physical requirements of the job and other safety equipment when necessary.
- Must possess and maintain a safe driving record and driving habits for ongoing insurability to drive District vehicles.
- Wear and use proper and appropriate safety clothing and equipment.
- Must be available to work overtime, weekends, and holidays, as assignments require.
- Must be able to work under such adverse conditions as inclement weather, heat, dust, chemicals, and noise.
- Must be able to work in an unsanitary environment, handle garbage, tolerate foul odors.
- Work in confined spaces and in high work areas.

### **PHYSICAL AND SENSORY REQUIREMENTS:**

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.



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## **Physical Demands**

Constantly stand and walk for 3-4 hours at a time; ability to stoop, kneel 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 rapid and continuous grasping, pulling, regularly perform 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; 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 staff 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; potential exposure to hazardous materials and chemicals, moderate exposure often works around fast-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 Name (Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature**