



Job Description

Position:	Sorter I	FLSA Status:	Non-Exempt
Department:	MRF Operations	FTE:	Full-Time
Reports to:	MRF Supervisor/MRF Manager	Revised:	July 2024

DEFINITION:

Under supervision, performs a variety of unskilled manual tasks in the Materials Recovery Facility (MRF) and District disposal site. The Sorter I 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.

DISTINGUISHING CHARACTERISTICS:

This is an entry-level position and is one level below Sorter II. Incumbents perform manual labor in support of the District mission of ***Lets not waste this*** by retrieving and diverting recyclable materials from the waste stream.

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.

- 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.
- 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 and 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 harness equipment, etc.
- Perform baled material survey for quality control.
- Litter control, i.e., may pick litter at landfill sites, recycling center or District grounds.
- 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 always show cooperation and respect to fellow employees and supervisors.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

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



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Ability to:

- Constantly stand and walk.
- 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.
- 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 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.
- Wear and use proper and appropriate safety clothing and equipment.
- 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 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.

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; 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 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 dirt, dust, fumes, noise, garbage, foul odors; often works around moving vehicles and equipment; constant contact with staff and the public.



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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