



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RECYCLING TECHNICIAN III

Job Number: 21000100

Job Code: 11540V240716

Job Group: 1100 - MAINTENANCE AND TRADES

Job Established: 11/16/2011

Job Revised: 07/16/2024

Grade: 11 Salary (MIN - MID):

\$16,984-\$25,476 - Hourly

\$2,759.90-\$4,139.86 - 37.5 Hr. Monthly Salary

\$2,943.90-\$4,415.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs and oversees work in the recovery of recyclable materials to ensure safety, security, and compliance with policies and procedures. Oversees on-site shredding and document destruction. Assists supervisor in managing logistics and coordination with vendors; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Must have three years of experience in recycling programs.

Substitute EDUCATION for EXPERIENCE:

None

Substitute EXPERIENCE for EDUCATION:

Additional experience in programs involving recycling materials will substitute for the education on a year- for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license to qualify for employment in this job classification. Must possess and maintain a Liquid Petroleum Forklift and Electric Pallet Jack certification from third party vendor approved by Energy & Environment Cabinet prior to employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversee temporary employees and/or subordinates in the work environment on a daily basis; Ensures daily routes, safety checklists, warehouse production and any special requests are completed. Oversees on-site shredding for agencies and document destruction to assure compliance with federal and state guidelines; monitors the work site at all times to ensure security during the shredding process; completes required document destruction forms and certification paperwork for agency files and billing to shredding contractors. Assists supervisor in managing logistics and coordination with vendors; oversees route sheets to ensure the most recent locations and addresses of areas serviced are complete and up to date. Coordinates with waste paper contractor on ordering equipment needed for the pickup, recovery, processing, and shipment of waste paper; and maintaining inventory. Provides training and performs duties for the recovery of recyclable materials on a regular schedule. Provides technical assistance to agency officials regarding the recycling program. Provides for proper handling and security of confidential records. May supervise temporary employees in the work environment on a daily basis. Operates large trucks. Operates and performs routine maintenance on specialized recycling equipment and other warehouse equipment. Assists in maintenance of inventory. Completes required documents such as chain-of-custody, vehicle logs, manifests, bills of lading, cart loan agreements, etc. Maintains organized work environment. Conducts safety training to Kentucky Government Recycling Section (KGRS) employees and inmate staff. Conducts OSHA required safety training on various recycling equipment to include balers, shredder, forklift, pallet jacks, trucks, etc.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbents working in this job title must have the ability to lift up to 70 pounds and move recycling carts weighing up to 800 pounds. Operates equipment that requires standing, walking, and lifting.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this job title work in a recycling center. Required to drive and operate a 20 ft. box truck in city traffic.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.