



# BOARD of COUNTY COMMISSIONERS

## CALHOUN COUNTY, FLORIDA

### Calhoun County Recycling Center Assistant – In House

The Calhoun County Board of County Commissioners is dedicated to protecting the environment and providing Calhoun County residents with recycling services. The BOCC is looking to hire a Recycling Assistant to report to and work with the Recycling Center Coordinator in the daily operations of the Calhoun County Recycling Center. The Recycling Assistant will be responsible for supervising inmate laborers while collecting various recyclable materials, such as paper, cardboard and plastic at designated pick-up sites throughout the County. As well as the completion of tasks related to daily operations of the Calhoun County Recycling Center including unloading, sorting, baling, staging, loading and accurately documenting the number, weight and placement of recyclable materials at the Center. The Recycling Assistant must be able to work independently, while taking direction from the Coordinator and must show a high level of commitment to the success of the Recycling Center.

#### Qualifications

- Must be able to pass the Florida Department of Corrections inmate supervisor clearance & training
- Safe driving record and possession of Florida Driver's License
- Experience driving and operating a truck and trailer
- Must pass drug screening
- Good communication and supervisory skills

#### Essential Duties

- Consistent attendance and punctuality. Workdays include Monday through Friday. Normal operating business hours are Monday – Friday 7:00 a.m. – 3:00 p.m.
- Establish a route/schedule to deliver and empty recycling trailers from drop off sites throughout the county
- Operate manual recycling collection vehicles
- Maintain Truck and Trailers and report any maintenance issues immediately
- Operate forklifts, pallet jacks, power lifts, or front-end loaders to load bales, bundles, or other heavy items onto trucks for shipping
- Operate vehicle in a safe and efficient manner adhering to all safety regulations
- Travel to different locations for recycling pick up on specified days.
- Assist with sorting and baling all incoming recyclables using a mechanical baler



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- Maintain Recycling Center self-serve area on a daily basis.
- Clean, repair, and maintain all recycling bins as needed.
- Use different types of hand and power tools in the maintenance of bins and the Recycling Center.
- Clean, inspect, or lubricate recyclable collection equipment or perform routine maintenance or minor repairs on recycling equipment
- Assist the Recycling Coordinator with maintaining the recycling facility and grounds in a neat and safe condition including daily removal of trash and debris from floors and equipment; prompt removal of litter or blown materials from facility and neighboring grounds, & prompt placement of bulky or non-recyclable waste in dumpster. Clean recycling yard by mowing, sweeping, raking, picking up loose paper debris and moving barrels or bins.
- Operate balers to compress recyclable materials into bundles or bales.
- While performing these duties the employee is regularly required to stand, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.
- Ability to lift 25 to 50 pounds regularly, and 50 to 100 pounds on occasion.
- Other duties as assigned.

### Salary and Benefits

- \$15 per hour
- Health Insurance
- Retirement
- Vacation
- Sick leave

Applications can be picked up in the Clerk's Office from Dara B. Schamens, HR/PR Deputy Clerk.

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EQUAL OPPORTUNITY EMPLOYER.**



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