



Waller County Recycling Center

Job Title:	FT- Recycle Assistant
Department:	Recycle Center
Location:	32159 Morton Rd Brookshire, TX 77423
Days of Work:	Tuesday-Friday: 8am-5pm Saturday:8am-12pm
Starting Pay:	\$19.85/hr

Applications Accepted By:

BRIAN DERRICK

32159 Morton Rd
Brookshire, TX 77423

Please deliver application during operating hours or by email

b.derrick@wallercounty.us

Job Description

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-As the Recycle Assistant your responsibilities are to assist customers with unloading their recycling/solid waste from their vehicles; items such as metal, glass, plastic, paper, cardboard, electronics, appliances, tires, oil, and other solid waste material. Materials are baled and stored separately and need to be monitored with each customer for quality control. Providing customer service and answering customer questions both in person and on the phone; it's important that we communicate with customers about their recycling if it's not up to standard or if there's items we don't accept. Weighing material, collecting payments from customers, credit/debit card transactions, use a calculator to properly figure cost and make correct change. Cleaning inside and outside of the shop. Operate a forklift and a baler compactor. Loading and unloading trucks and trailers with loose material, baled material, pallets of material, and tires.

Qualifications

- High School Diploma, GED or equivalent
- US Citizenship Required
- Forklift Operation Experience
- Customer Service Experience
- Must be 18 years old with a valid Texas Driver's License
- Physically able to stand, sit, move, lift, carry, walk, maneuver, and bend during the course of a shift
- Knowledge of basic math and literacy

Working Conditions

-Work takes place mostly in a covered shop with concrete floors, large doors, and a driveway where customers enter and exit the shop with their automobiles. Some work takes place outside of the shop on a rock driveway. Employees will be exposed to extreme heat over 100F in the summer and temperatures lower than 30F in the winter. Conditions can be noisy as there's machinery and other

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loud noises that can occur in the shop. Solid waste and oil is collected and stored on site, employees may come in to contact with other hazardous chemicals on occasion.

Essential Functions

-Physical demands of this position include moderate to extensive walking, bending, lifting, lifting overhead, and carrying light to heavy weighted recycling and solid waste materials for up to nine hours per day.

1. Must be able to regularly lift, carry, and maneuver up to 50 pounds alone or 80+ pounds with assistance of large bulky items.
2. Must be able to push, pull, reach, and lift items overhead up to 50 pounds.
3. Must be able to stand, walk, crouch, bend at waist, and bend at knee on concrete floors for 4-9 hours per day.
4. Must be able to operate equipment such as forklifts and baler compactors.
5. Must be able to communicate with customers both in person and on the phone.
6. Must be able to work outdoors in extreme heat and extreme cold.
7. Must be able to work in an environment where solid waste and oil waste is collected and stored.
8. Must be able to operate standard office equipment, calculators, and keyboards.

Please use County Employment Application provided at www.co.waller.tx.us/page/Employment.Opps
Applications will be accepted until employment is filled. Not all applicants may be contacted or interviewed.