

## WASTE/RECYCLE CENTER OPERATOR

### FUNCTION:

Oversee the operation, scheduling and maintenance of Troy's recycling center and refuse disposal facilities. Interact with the public in a helpful and courteous manner. Makes reports to the town board as required.

### GENERAL RESPONSIBILITIES:

- Understand and effectively carry out oral and written instructions.
- Read and understand the Town of Troy Employee handbook.
- Open and close the gates on time.
- Notify all patrons of the waste/recycle center rules, regulations, proper disposal techniques, and materials accepted.
- Sell waste/recycle center user tags, and record tags in register book.
- Collect all special user fees.
- Promptly remit all fees and money collected to the Troy Town Clerk/Treasurer
- Inspect and straighten up the area before opening, during hours of operation, and after closing.
  - Look in each container and shed to verify proper disposal of all materials accepted.
  - Relocate all improperly disposed articles to the proper location.
  - Sweep floors of the facilities.
  - Remove snow from around facilities.
- Assist users in proper disposal of materials. If possible, point out areas of improvement.
- Make and maintain instructional signs as needed.
- Write instruction sheets for patrons.
- Contact Vendors for special services needed.
- Meet with other Operators as required to discuss needed repairs and other matters to present to the Troy Town Board.
- Submit all recommendations and suggestions for the change to the Troy Town Board.

### RELATIONSHIPS:

- Reports directly to the Troy town Board.
- Cooperates with Troy Town Board and personnel resolving complaints and developing town resident satisfaction.

### Accountability:

- Accountable to the Troy Town Board.

DATE: \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_