

CLASSIFICATION SPECIFICATIONS

LORAIN COUNTY

An Equal Opportunity Employer

TITLE: Collections Center Worker

CLASS NO:

JOB RESPONSIBILITIES: Under general supervision, performs unskilled labor; material handling of recyclable goods and communicating with the public.

QUALIFICATIONS: Completion of high school education or equivalent.

License, certificate, or registration requirements: None

% OF TIME	ILLUSTRATIVE DUTIES (The duties listed below are intended to depict tasks performed by this classification)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties (* indicates to be developed after employment))
<p>30%</p> <p>10%</p> <p>20%</p> <p>10%</p>	<ol style="list-style-type: none"> 1. Performs unskilled labor in order to assist the public with unloading recyclable materials from their vehicles and moving the materials to the appropriate location. 2. Must be able to lift, carry, push, or pull a maximum of 40 lbs. without assistance. 3. Effectively communicate with the public/customers. 4. Maintain a clean work area. 5. Basic understanding of materials to be accepted or denied. 	<ol style="list-style-type: none"> 1. Knowledge of (a) safety practices and procedures, (b) department policies and procedures (c) proper lifting techniques; ability to (d) carry out simple instructions in written, oral, or picture form, (e) deal with problems involving few variables within familiar context, (f) recognize safety warnings, (g) lift, carry, push, pull, or otherwise move objects of a maximum of 40 pounds, (h) develop and maintain effective working relationships, (i) effectively communicate with the public. 2. Knowledge of (a), (b), (c), (d), (e), (f), (g) 3. Knowledge of (b), (e), (h), (i) 4. Knowledge of (a), (b), (c), (d), (e), (f), (g) 5. Knowledge of (a), (b), (d), (e), (f), (g), (h)

TITLE:

DAS APPROVAL