

RECYCLING CENTER MANAGER JOB DESCRIPTION

December 2017

The Town of Eagle Point Recycling Center Manager position is a part-time position with the following duties:

1. Be on-duty at the town's Recycling Center (RC) on the first and third Saturday of each month with the exception of the third Monday in November.
2. Unlock and lock the gate upon arrival at and departure from the Recycling Center site.
3. Confirm that individuals using the RC are town residents by requiring them to sign in with name and address and type of deposit on forms provided by the town.
4. Supervise deposits by town residents to make sure that only materials allowed are deposited and that the materials are placed in the proper dumpsters.
5. Collect money for items requiring a fee, issue receipts and turn over funds to the Town Clerk once a month.
6. Inform the town when the recycling dumpsters, construction materials dumpster and steel scrap trailer need to be emptied.
7. Report abusive and uncooperative town residents to the Town Chairman.
8. Avoid providing assistance to town residents who request help for lifting and depositing items into dumpsters. The responsibility for moving items from a town resident's vehicle to the appropriate dumpster shall belong to the town resident.
9. Notify the Town Chairman or Town Clerk a week in advance of a planned absence or as soon as possible in case of an emergency.