



University Staff Position Description Form

Office of Human Resources

This description will be used as a basis for determining classification/skill level and will be maintained as an official record of the duties assigned to this position. Employee participation in the completion of this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

FOR HUMAN RESOURCES USE ONLY:					
APPROVED CLASSIFICATION	CLASS CODE	EEO CAT	RANGE/ GRADE CODE	APP. BY C&C	DATE

1. POSITION INFORMATION

Employee: _____ Department: Sustainability

Classification: Time Base: Laborer Working Title: Recycler

X F.T. P.T. % Other _____ FLSA Status: EX NE

Position Provides Lead Work Direction To:

Classification: _____	Qty: _____	FTE: _____
Classification: _____	Qty: _____	FTE: _____
Classification: _____	Qty: _____	FTE: _____

Name & Title of Work Lead (if any): _____

Name & Title of Appropriate Administrator: _____

Name & Title of Dean/Manager (MPP): _____

2. PRIMARY ACTION BEING REQUESTED (Select One)

Job Posting: New Position Replacement Position, former incumbent: _____

Update Position Description Only:

NOTE: An updated position description requires providing Employee with seven (7) days' advance notice. This updated position description must be endorsed by the Appropriate Administrator before being signed by the Employee. The Employee signs at least seven (7) days' prior to Effective Date.

Effective Date: _____

3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Employee: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Dean/Manager (MPP): _____ Date: _____

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4. MINIMUM QUALIFICATIONS

Please list only the Minimum Qualifications of the appropriate classification standards for this position. (Depending on the classification, this may be shown in the classification standards as Minimum Qualifications, Entry Qualifications, or Typical Qualifications. (Classification standards can be found at <https://www.calstate.edu/csu-system/careers/compensation/Pages/Classification-Standards.aspx>.)

Abilities:

Ability to read and write at a level appropriate to the duties of the position; follow verbal and written instructions to ensure safety; perform regular strenuous manual labor; and safely move heavy items in excess of 50 pounds.

License:

Some positions may require possession of a valid California driver’s license.

5. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

Please list any knowledge, skills, abilities, and experience for this position.

Required: Must be comparable to the Minimum Qualifications, appropriate to the skill level of the position, and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

1. Ability to consistently provide excellent customer service.
2. Ability to consistently work independently, as well as cooperatively with others as part of a team.
3. Ability to work with a diverse population, i.e. students, faculty, staff
4. Ability to use and operate tools and equipment related to recycling collection.

Licenses

- Possession of a valid driver’s license and maintenance of good driving record.

Physical Requirements

- Ability to occasionally lift and carry equipment and supplies up to 50 lbs maximum
- Ability to wear appropriate PPE

Conditions of Employment

- Ability to pass a background check.

Preferred: List any desirable qualifications beyond the Minimum Qualifications and those that are Required that would enhance an incumbent’s ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

5. Ability to lift 90 lbs and carry up to 50 lbs.
6. Ability to regularly lift above shoulders safely and effectively.
7. Current Forklift Operation Certification, or ability to acquire Forklift Operation Certification.

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8. Ability to use standard office software, such as Microsoft Word, Excel, and Outlook
9. Ability to work occasional overtime hours including evenings and weekends.

6. POSITION SUMMARY

Provide a few short, specific statements, which outline the purpose of the job.

Under the lead work direction of the Waste & Sustainability Coordinator or other appropriate administrator, the primary duties are to collect and handle recyclable materials and trash on campus. Incumbent works cooperatively and effectively with the campus community and event sponsors. Work includes the full scope of laborer job duties on an 'as needed' basis.

7. ESSENTIAL FUNCTIONS OF THE POSITION

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
45%	Daily	<p>RECYCLING</p> <ul style="list-style-type: none"> • Remove and haul waste and recyclables from areas of central aggregation, special events, and special clean-up sites. • Following a specified route or in an organized manner, collect materials from exterior campus recycling and refuse receptacles. • Deliver recycling and waste materials to proper collection points. • Organize and deliver recyclable materials to make ready for pick up. • Deliver recycling containers for special cleanups or events and remove bins as needed. • Collect and remove a variety of recyclable materials as needed including, but not limited to: paper, cardboard, bottles & cans, scrap metal, electronic waste, toner & ink cartridges and EPS Foam. • Work with numerous customers, vendors and campus entities in the operations of the campus recycling program.
20%	Daily	<p>EQUIPMENT /TOOLS/VEHICLES</p> <ul style="list-style-type: none"> • Use hand tools to disassemble "junk" items for recycling efficiency. • Operate electric vehicles with tow and hitch assemblies and trailers or any other equipment necessary to retrieve, transport, and deliver materials or other items.

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15%	Daily	<ul style="list-style-type: none"> • Operate other equipment associated with collecting or processing of recyclable materials including, but not limited to forklifts, trucks with lift gates, hydraulic cart dumpers, and other collection equipment. • Observe and report recycling equipment in disrepair. • May operate and perform basic preventative maintenance on appropriate hand and powered equipment and tools, supplies, and materials, as needed. <p>CLEANING ACTIVITIES</p> <ul style="list-style-type: none"> • Inspects general areas around campus, receptacles, and bins for cleanliness, picks up litter and trash as necessary. • Cleans and organizes any areas of campus used for the storage or disposal of recyclable materials, "junk" furniture, "junk" equipment, and other solid wastes. • Maintains cleanliness of vehicles and trailers and inspects for working order. • Cleans recycling containers and equipment using high pressure washers and other appropriate tools; power wash assigned areas, as needed. • Other cleaning activities may include: removing construction debris; cleaning gutters, culverts, and other drainage structures; cleaning roadsides, streets, and related areas; assisting in other cleaning projects, as needed.
10%	Daily	<ul style="list-style-type: none"> • Assist in grounds maintenance, including activities such as pruning, trimming and spraying trees and shrubbery; removing undergrowth and debris; and using a spade, hoe, or rake to prepare or clean assigned areas; operate and perform basic preventive maintenance on appropriate hand and powered equipment and tools, supplies, and materials; some positions may be required to use a motor vehicle to transport and deliver heavy or other items. <p>EVENT SET-UP</p>
5%	Daily	<ul style="list-style-type: none"> • Assists with campus event set-up for Recycling/Sustainability events including, but not limited to Earth Day, sporting events, waste audits, etc. This may include moving load/unload) heavy objects such as furniture, equipment, materials, and supplies. <p>INFORMATION COLLECTION</p> <ul style="list-style-type: none"> • Observes weekly confidential document collection and destruction. • Gathers and documents data on recycling and waste streams. • Completes accurately and correctly all paperwork related to the above duties; including work orders, timesheets, damage reports, delivery verifications, spreadsheets, etc. • Inputs data into computerized database and/or work order system as required. • May be required to work Alternative Shift

8. MARGINAL FUNCTIONS OF THE POSITION

Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

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% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)
5%	As Needed	Other duties as assigned

9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

9a. Nature and Scope of Authority: Identify the kinds of decisions made, judgment required, freedom to act, and supervision received (i.e., direct or general). Also indicate if position acts as a lead or supervises others, and explain.

Under general supervision makes decisions necessary to manage work load, ensure excellent customer service, and ensure safe work practices. This position does not act as a lead or supervisor.

9b. Problem Solving: Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

Considers campus schedules in performing work to minimize disruptions to the students, faculty, and staff of the University. Must always consider customer satisfaction in the decision making process. Uses personal judgment so safety concerns are either immediately addressed or reported to the Supervisor in order to preserve the personal safety of themselves and the campus community.

9c. Contacts On- and Off-Campus: Purpose and nature of working relationships with on- and off-campus contacts.

Works with campus students, faculty, and staff, as well as vendors in the completion of assignments. Must consider the needs of each in the completion of assignments.

10. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use “X.”

PHYSICAL		MENTAL		ENVIRONMENTAL	
O	Sit	O	Direct others	O	Is exposed to excessive noise
F	Stand	F	Concentrate	F	Is around moving machinery
F	Walk	O	Analyze	F	Is exposed to marked changes in temperature and/or humidity
F	Have mobility	F	Use reason/logic		
F	Bend	F	Demonstrate recall	F	Is exposed to dust, fumes, gases, radiation, microwave (circle)
F	Climb	F	Make decisions		
F	Reach	F	Works rapidly	F	Drives motorized equipment

Employee Initials:

Date:

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F	Kneel	O	Handle multiple tasks/priorities	O	Works in confined quarters
F	Push/Pull	F	Tolerate variety	O	Works in high places
F	Have gross hand coordination	F	Work with others		Oth er:
F	Have fine hand coordination	F	Other:		
F	Hear with background noise				
F	Hear the spoken word				
F	Hear over a phone/other device				
F	See to read fine print				
F	See to read bold print				
F	See to accomplish a task				
F	Talk				
F	Communicate				
F	Lift _20__lbs. max :				
F	Carry _50__lbs. max :				
F	Operate equipment				
F	Perform keyboard entry				
	Othe r:				

11. FOR INFORMATION TECHNOLOGY POSITIONS ONLY

PROJECT COORDINATION/LEAD RESPONSIBILITIES

Describe on-going project coordination and/or lead responsibilities, if any, including the number and type of positions for which lead direction is provided. Any projects or accountabilities of a temporary nature must include duration of assignment.

TECHNOLOGY USAGE

Please list the type of computer and/or technology systems used by this position to perform the work, as well as the associated operating systems, software, and applications used.

Hardware Type	Software Applications Used