

Northeast Michigan Materials Management Authority

(NMMMA) Sorter/ Laborer job description

Summary

At the NMMMA employees will be required to perform strenuous physical and repetitive labor to separate retrievable commodities from waste. The employee will be trained to accurately sort recyclable materials such as paper, cardboard, plastics and metals. The employee may be assigned to multiple stations within the facility based on the needs of the facility and/or staff. Team skills and safety are a must. Communication is required and reliable transportation. This position will have a 90 day probationary period. Starting pay is \$15/hr.

Supervision/ Management

Work is performed under the supervision of the Executive director and manager.

Responsibilities and Duties

An employee in this position may be called upon to perform any of the following.

- Identify recyclable materials at numerous recovery stations and place in the proper bin, chute or receptacle.
- Maintain a safe and clean work area.
- Assist in repair under the direction of qualified and/or authorized personnel.
- Perform labor tasks in buildings and/or equipment such as shoveling, snow removal, raking, sweeping, disinfecting and cleaning.
- Provide support to the regional tire stacking operation.
- Provide support to materials management collection events such as Countywide clean-up day and/or electronics collection day.
- Get along with fellow workers, lend a helping hand. Must be capable of following directions.
- Must be able to perform bending, lifting, throwing and handling heavy material up to 50 lbs.
- Perform other physically demanding labor.
- Other duties as assigned.

Working conditions

The employee will be required to work both inside and outside. Inside conditions will expose the employee to heat, cold, noise, dust, objectionable odors, climbing stairs and standing for an extended period. Outside conditions will include extreme weather conditions such as heat, rain, cold, snow and wind. The employee may be exposed to these conditions for extended periods of time.

Required qualifications.

- Attention to detail.
- Report to work at assigned time.
- Ability to follow instructions.
- Ability to follow safety and work rules.
- Appropriately communicate with public.
- Pass pre-employment screening which may include background check and/or drug testing.

EDUCATION & EXPERIENCE

- High School Diploma is Preferred or equivalent required.
- Must be 18 years or older.

I have read and understand this job description and will perform the duties to the best of my abilities.

Printed Name: _____

Signature: _____

Date: _____