

CITY of AZTEC JOB DESCRIPTION

Job Title:	Convenience Center/Recycle Attendant
Department:	General Services
Shift:	Regular 40 hours, (Weekend work Hours-Wednesday-Sunday 8am to 5pm Days Could Vary)
Pay Plan:	Level 9 \$17.07/HR
Exempt:	No
Reports To:	Director of General Services
General Direction From:	Director of General Services/GS Supervisor
Position Closes:	July 21, 2026 @ 5:00pm

PURPOSE & NATURE OF JOB

This is skilled and unskilled work in the performance of tasks involving manual labor. The work involves the performance of tasks of a heavy manual nature.

ESSENTIAL DUTIES

Will be responsible for the operation and maintenance of the City of Aztec Convenience / Recycling Center and collecting recyclables and trash from the public. Will be responsible for routine maintenance of the grounds and building at the center. Will be responsible for weed control and trash cleanup on center grounds. Responsible for checking in citizens with a City of Aztec utility bill to allow use of center. Supervise drops off and refuse unapproved items. Responsible to arrange pick up of roll off dumpsters and recycle bin.

RESPONSIBILITIES

Supervision:	N/A
Public Contact:	Contacts with people daily at Convenience Center and/or managers regarding routine administrative or technical matters.
Budget:	N/A
Other:	Other responsibilities as directed.

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- May be subject to random drug/alcohol testing as per city policy.
- Must be physically capable of heavy manual labor and heavy lifting, sometimes under unfavorable weather conditions.

Education: High School Diploma or G.E.D equivalent

Experience: One year training or experience in Convenience Center /Recycle Center operation.

Knowledge: Experience of Convenience/Recycle Center operations

Certificates/Licenses: N/A

Recertification: N/A

Use of Tools and/or Equipment: Shovel, rake, trash pickers, hand weed sprayer. Some computer skills.

WORK ENVIRONMENT

Physical Demands: Must be able to lift up to 50lbs, removing of weeds by pulling or hand tools.

Hazards: Daily exposures to hazardous work conditions.

Exposures: Summer and winter weather, trash debris, some herbicide.