

PUBLIC NOTICE

Job Opening-Recreation Dept.-Recycling Laborer

The City of Rainbow City is now taking applications for a full-time recycling laborer in the Recreation Department. Benefits include 100% paid premium BCBS health/dental/vision insurance, LTD, vacation, sick, Longevity Pay, State of Alabama Retirement, \$25,000 paid life insurance premium, and 10 paid holidays per year. Job Description is attached.

Closing Date: Friday, December 5, 2025 at 4:00 p.m.

An equal opportunity employer in compliance with ADA regulations, Alabama Drug-Free Workplace Policy and a participant of E-Verify.

I, BETH LEE, CITY CLERK OF THE CITY OF RAINBOW CITY, ALABAMA, DO HEREBY CERTIFY THAT THE FOREGOING JOB OPENING WAS DULY POSTED ON THE 25th DAY OF NOVEMBER 2025 AT THE FOLLOWING LOCATIONS:

**RAINBOW CITY HALL
RAINBOW CITY LIBRARY
LOCAL JOE'S
www.rbcAlabama.com**

CITY OF RAINBOW CITY

JOB DESCRIPTION

Job Title: Recycling Laborer

Department: Parks and Recreation

FLSA:

Grade:

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: June 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director - Parks and Recreation

Internal Contacts: Public Works Department; Parks and Recreation

External Contacts: General Public; Citizens; Local Businesses; Vendors; Contractors; School Groups; Community Groups; Special Event Coordinators (City); Chambers of Commerce; Civic Clubs; Alabama Department of Environmental Management (ADEM)

Job Summary

Under the general supervision of the Director - Parks and Recreation, the employee performs the functions and activities of the recycling division. The employee performs both recycling and outreach duties for the City of Rainbow City. The employee works closely with community leaders and clubs involved in special events or festivals to promote recycling activities and programs. The employee may drive recycling vehicles, vehicles with attached equipment trailers and dump trucks utilized in recycling operations. This employee may also operate recycling equipment at the center. This job is considered safety-sensitive subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Recycling Center Management. Manages recycling center program operations and supervises center staff.

1. Performs the collection of recyclable materials in accordance with Department, City, County, and state guidelines and regulations.
2. Represents the recycling division and the City of Rainbow City in a friendly, tactful, and courteous manner.
3. Reports problems to supervisor; performs documentation of all issues.
4. Plans recycling pickup routes in consultation with Director.
5. Plans routes for pick-up of recyclables and trailers.
6. Utilizes office systems to prepare schedules, reports, and documentation.
7. Works with civic clubs and community groups involved in special events and festivals to promote community recycling.
8. Collaborates and plans pick-up with recycling organizations.
9. Solves complex problems and complaints.
10. Performs the receipt and distribution of trucks, trailers, and containers.
11. Assures quality control in the sorting and separation of recycle material.
12. Maintains accurate records on daily material processed and shipment of recyclable material.
13. Ensures preventative maintenance is performed on vehicles and equipment to include cleaning and sanitizing.

ESSENTIAL FUNCTION: Outreach Program Management. Performs a variety of outreach management duties designed to promote recycling in the service area.

1. Collaborates with schools, civic clubs, and community groups to promote recycling in the service area.
2. Leads City -wide clean up and recycling initiatives and special events.
3. Works with, collaborates with and organizes with various City departments to organize and execute City events.
4. Organizes and oversees City beautification awards; receives nominations and organizes committee meetings and discussions.

ESSENTIAL FUNCTION: Vehicle and Equipment Operation and Maintenance. Operates a variety of recycling vehicles and equipment and monitors vehicles and equipment for needed repairs or maintenance.

1. Empties recycle trailers at various locations within the City.
2. Operates vehicles (collection trucks, dump trucks, tractors) on recycling

- route pickups.
- 3. Hooks up recyclable trailers; unhooks trailers and drops off on the recycling pad.
- 4. Operates equipment utilized in the recycling process, e.g., materials bailer, forklift, etc.
- 5. Monitors all assigned vehicles and equipment for needed repairs or maintenance.
- 6. Performs preventative maintenance on equipment and vehicles.
- 7. Performs minor repairs on equipment.

NON-ESSENTIAL FUNCTIONS:

Performs other job-related duties as required or assigned.

Knowledge, Skills, and Abilities

(*Can be acquired on the job)

- 1. *Knowledge of City rules, regulations, policies, and procedures.
- 2. Knowledge of safety rules including accident causation and prevention.
- 3. Knowledge of recycling equipment and equipment operation.
- 4. Knowledge of equipment maintenance requirements and procedures.
- 5. Knowledge of recycling laws and policies.
- 6. Knowledge of recycling procedures and protocol.
- 7. Communication skills to effectively communicate internally and externally, both orally and in writing.
- 8. Verbal skills to effectively communicate with co-workers, supervisors, and the general public.
- 9. Writing skills to develop professional letters, reports, and other materials using correct English, grammar, punctuation, and spelling.
- 10. Reading skills to comprehend operator manuals, directives, procedures, and instructions.
- 11. Math skills to perform basic calculations (add, subtract, multiply, divide).
- 12. Skill in preparing and administering grant proposals.
- 13. Ability to organize and multi-task.
- 14. Ability to operate a forklift.
- 15. Ability to operate recycling equipment.
- 16. Ability to monitor vehicles and equipment for needed repairs or maintenance.
- 17. Ability to perform needed vehicle and equipment maintenance tasks.
- 18. Ability to deal effectively and professionally with the general public.
- 19. Ability to use computers and office productivity software.
- 20. Ability to work under stressful situations
- 21. Ability to work with constant exposure to heat, cold, dampness, noise, vibration, and other disagreeable work conditions
- 22. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED; prefer post-high school training or classes in recycling processes and operations.
2. Minimum of three (3) years of experience in, preferably in recycling operations and education; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job may be considered.
3. Ability to travel throughout City service area for pickups.
4. Ability to pass a pre-employment background check and an initial drug screening.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, dangerous machinery, or similar situations where conditions cannot be controlled.

Equal Opportunity Employment Statement

Rainbow City is an equal opportunity/affirmative action employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Rainbow City makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Acknowledgment

I acknowledge that I have received a copy of my job description.

I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.

Printed name

Signature

Date