Definition of Class
This is a non-supervisory position in which the incumbent coordinates and participates in the collection, sorting, and disposal of recycling materials of the University. Reports work in progress and work completed to Superintendent of Custodial Services.

Examples of Work Performed
Coordinates and participates in the collection of recycling from each building and delivers materials to the recycling dumpsters at the Physical Plant office.

Operates the truck for the collection of recycling materials.

Distributes boxes and bags to each building for the collection of recycling.

Contacts the Lafayette County Recycling Center to schedule off-campus pick up of recycling materials.

Determines which items can be recycled and sorts them into the appropriate dumpsters for off-campus disposal.

 Assumes custodial duties on an as needed basis.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates and participates in the collection, sorting, and disposal of recycling.

2. Distributes receptacles for the collection of recycling to buildings on the main campus.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.
Motor Coordination: While performing the duties of this job, the incumbent is regularly required to walk or stand; and to use hands to finger, handle or feel objects, tools, or controls. The incumbent is frequently required to reach with hands and arms; and to climb or balance. The incumbent is occasionally required to sit; and to stoop, kneel, crouch or crawl.

Experience/Educational Requirements:

Education:
Ability to read, write, and understand basic instructions.

Licensure:
Must have a valid Driver’s License.

Background Check Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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