

CURYUNG TRIBAL COUNCIL JOB DESCRIPTION

RECYCLING ASSISTANT

JOB OBJECTIVE:

The Recycling Assistant will work under the supervision of the Curyung Tribal Environmental Coordinator and Tribal Administrator. Recycling Assistant will assist processing current web and electronic waste (E-Waste) recycling efforts. Work involves, but not limited to:

DUTIES & RESPONSIBILITIES:

Web Recycling:

- Set up times to meet with potential customers/clientele to inspect web being delivered is cleaned of all twine, lines, corks, trash, etc.
- Clean and clear web from prior year – no lead line, corks or line, no twine
- Roll up cleaned web into a ball, stack & fill carbon fiber boxes
- Keep staging area clean at the end of every day.

Electronic Waste (E-Waste) Recycling:

- Separate and sort E-Waste by product
- Load E-Waste onto a pallet, 4'x4'x5'
- Shrink wrap loaded pallets
- Load shrink wrapped pallets into container van, stack 2 pallets high
- Load smaller E-Waste, such as: wires, mouse, keyboards, into chest freezer load in front of all pallets.
- Clean staging area, move excess E-Waste into containers

QUALIFICATIONS:

- High School Diploma or Equivalent
- Have good teamwork skills and attitude.
- Ability to work with others or in a group.
- Ability to communicate with supervisors, other employees, and Management.
- Willingness to work in a variety of situations on the job or at the jobsite.
- Able to carry equipment and supplies up to 40 pounds.

WAGES: \$18.00 per hour

REPORTS TO: Environmental Coordinator & Tribal Administrator

Signature:

Date: