

**GOODWILL INDUSTRIES – KNOXVILLE, INC.  
JOB DESCRIPTION**

**Contract Equipment Operator– JOB # NT030**

**DEPARTMENT:** Contracts

**EMPLOYMENT STATUS:** Full or Part Time/Non-Exempt/Hourly

**REGULAR WORK SCHEDULE:** 12:00 a.m. to 8:30 a.m. Monday-Friday. Hours may vary and fluctuate based on the needs of the contract site. Mandatory overtime

**GENERAL OVERALL PURPOSE/OBJECTIVE OF POSITION:** Responsible for assisting in the sorting and processing of commingled recyclables delivered to the WestRock Contract Site. Removes non-recyclable material (contaminants) and sorts by commodity type.

**SUPERVISION RECEIVED:** Moderate: Works under the direct supervision of the Contract Recycling Operations Supervisor/WestRock Shift Supervisor, Commercial Services Coordinator, or VP of Commercial Services.

**SUPERVISION EXERCISED:** None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- A. Responsible for ensuring the completion of all daily operations of the contract site, as assigned.
  - 1. Responsible for materials sorting by commodity, placing recyclables in appropriate bins for additional processing.
  - 2. Responsible for quality control by proper sorting of materials according to market specifications and removal of all contaminants prior to baling/processing for market.
  - 3. Ensuring all safe material handling practices are followed at all times.
  - 4. Ensuring all pre-operation checks are conducted prior to operation.
  - 5. Safely operate semi-heavy equipment such as forklifts, Skid-Steer and front-end loaders. Must comply with all training requirements and rules and regulations set forth by GWIK/WestRock/OSHA
  - 6. Responsible for primary equipment operations on 3<sup>rd</sup> shift at the WestRock Recycling Center
  - 7. Responsible for ensuring that a clean, organized, and safe work area is provided at all times and is returned to starting condition at the end of each shift and/or as directed by the Contract Recycling Supervisor or Contract Site Supervisors.
  - 8. Responsible for ensuring that the outside area around the contract site remains clean and free from recyclables, donations, debris, trash, etc.
  - 9. Responsible for working where assigned and to ensure successful daily operation of the contract site.
- B. Responsible for attending all required In-Service meetings and Community involvement activities as requested by the Director of Operations/Contracts, including the annual safety training.
- C. Responsible for working cooperatively with all other GWIK staff to ensure the success of all GWIK functions and operations.
- D. Responsible for reviewing and learning the policies and procedures contained within the Personnel Manual.
- E. Responsible for maintaining satisfactory attendance and punctuality for themselves based on GWIK policies and procedures.
- F. Responsible for working under the direct supervision of the Contract Recycling Operations Supervisor and/or Commercial Services Coordinator to accomplish all the department's essential duties and responsibilities, including all other duties as assigned by the Contract Recycling Operations Supervisor and/or Commercial Services Coordinator.

**ANNUAL PERFORMANCE STANDARDS:**

**POINTS RANGE                      STANDARD**

0-40	Proper Materials Handling/Sorting & Contaminant Removal/ Yield of Quality Materials--Assumes responsibility for producing a clean sort of incoming recyclables to ensure good market standing. Safely transporting recyclable materials from contract floor to conveyor belt sort line utilizing Skid-Steer, Forklift or Front-End Loader.
0-20	Housekeeping/Safety--Maintaining a clean and safe environment minimizing accidents by working safely and following all GWIK and WestRock policies and procedures. Maintains a clean and pleasant work area and facility. Operates and maintains equipment as per specifications. Reports any problems to supervisor.
0-20	Follows Directions: Ability and willingness to follow directions from the Contract Recycling Supervisor/Shift Supervisor and/or Commercial Services Coordinator regarding sorting specifications, as needed. Stays on task to get the job completed in a timely manner.
0-20	Initiative/Promoting Teamwork--Takes initiative to complete tasks without being asked. Always taking steps to improve the MRF operation. Willingness to work whenever and wherever needed. Takes initiative to promote safety/security consciousness. Maintains positive communication with all co-workers. Remains flexible when presented with new ideas or changes.

**REQUIRED TECHNICAL SKILLS/ABILITIES:** Must know which materials can be recycled and the sorting and grading requirements for different materials. Must be able to understand and follow basic instructions. Must possess common sense in safety, know safety procedures and lifting techniques. Must be knowledgeable in the operation and inspection methods of equipment to be used.

**REQUIRED LICENSES, CERTIFICATES, and REGISTRATIONS:** Must be trained to operate Skid-Steer/Forklift/Front-End Loader through WestRock approved training program.

**MINIMUM EXPERIENCE REQUIREMENT:** None

**MINIMUM EDUCATION REQUIREMENTS:** None

**ACCESS TO CONFIDENTIAL INFORMATION:** None

**HANDLE ORGANIZATIONAL FUNDS:** Not part of this position's regular duties

**LANGUAGE SKILLS REQUIRED: Level 1**  
Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

**MATHEMATICAL SKILLS REQUIRED: Level 1**  
Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**REASONING ABILITY REQUIRED: Level 1**  
Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

**PHYSICAL DEMANDS:** This is a MEDIUM position (exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.)

**AMOUNT OF TIME IN JOB:**

	None	Occasionally	Frequently	Constantly
Standing	___	___	<u>  X  </u>	___
Walking	___	___	<u>  X  </u>	___
Sitting	___	___	___	<u>  X  </u>
Using hands to feel or handle	___	___	___	<u>  X  </u>
Reaching with hands and arms	___	___	___	<u>  X  </u>
Climbing or balancing	___	<u>  X  </u>	___	___
Stooping, kneeling, crouching, or crawling	___	___	<u>  X  </u>	___
Twisting, bending, and turning	___	___	<u>  X  </u>	___

**VISUAL REQUIREMENTS:** Must have good close and distance vision, have the ability to adjust focus, have good peripheral vision, and no color or depth perception problems.

**ENVIRONMENTAL CONDITIONS:** Work around moving mechanical parts, traffic conditions, hot and humid conditions, cold and damp conditions, fumes/airborne particles, outdoor weather conditions, extreme hot/cold conditions, smells, dirt, cement floors and vibration.

**NOISE LEVEL IN WORK ENVIRONMENT:** Moderate to Loud

**OTHER SPECIAL REQUIREMENTS:** Must have reliable transportation. Must be willing to wear safety equipment, as required, including: safety gloves, eye goggles, ear protection, work boots, hard hats and overalls.

**DISCLAIMER:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the staff member but rather to provide a solid foundation for all staff members to become familiar with their assigned position and department. Refusal to perform assigned duties will be considered insubordination and is cause for immediate dismissal.

Revised 11/17; Revised 9/17; Reviewed 10/16; Reviewed 10/15; Reviewed 12/14; Reviewed 12/13; Reviewed 12/12; Revised 11/11; Revised 11/10; Revised 11/09; Initial 6/09