

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Recycling Attendant – (2) positions

Department: Recycling/Solid Waste Program

Hourly Rate: \$14.00

Full Time: 40Hrs/Week

Exempt: No/Hourly

Supervisor: Recycling/Solid Waste Coordinator

Posting Date: Public

Opens: March 1, 2024

Closes: Open Until Filled



Summary: The Recycling Attendant will receive on-the-job training in all phases of material processing and handling; will be responsible for housekeeping duties.

Essential Duties and Responsibilities include the following. Other duties as assigned.

- The Recycling Attendant will be responsible for the collection of recycling/solid waste products and the preparation of materials including hand sorting, bailing, material handling, and processing.
- Will be responsible for general interior/exterior maintenance of facilities including all phases of yard work, sweeping, mopping, washing, and cleaning.
- Equipment maintenance includes washing/cleaning of all department vehicles and preventive maintenance of all vehicles.
- Provide proper instruction to the general public involving recycling/solid waste preparation and scheduled pick-up days.
- Collect and log data on material recovered, and perform basic record keeping.
- Must be willing to work after hours if an emergency occurs.
- Ensures safety procedures are followed; uses appropriate safety equipment during Transfer Station Operations.
- Opens and closes transfer station according to schedule.
- Handles money and records receipts as needed.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

High School Diploma or its equivalent.

Other Skills and Abilities:

Required:

This is a required driver position.

Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.

Must be willing to accept direction, and follow instructions from Crew Leader and Program Coordinator.

Must be able to complete work assignments with minimal supervision.

Background Check:

This position is contingent on the required ability to pass a Bad River background check.

This position requires a driver check, to meet eligibility for tribal insurance.

Reasoning Ability:

Ability to understand and carry out oral instruction and to work independently in the performance of routine duties.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Walking and standing are required. Bending, stooping, lifting, ability to lift and carry up to 100 pounds. Must be able to assist with the handling of all solid waste and recycling products.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work sometimes during inclement weather. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov