Pope Douglas Solid Waste Management
2004 Nokomis Street, Alexandria, MN 56308 320-763-9340
gogreen@popedouglasrecycle.com www.popedouglasrecycle.com

Sort Line Attendant

SALARY: $20.882 – $21.884 Hourly, Non – Exempt Position
Night Shift Receives $1.75 Per Hour Shift Differential

HOURS OF WORK: Day Shift – 8:00 a.m. – 5:30 p.m. Monday - Friday
Night Shift – 11:00 p.m. – 8:30 a.m. Sunday night – Friday morning
Additional Overtime as Needed

DEPARTMENT: Material Recycling Facility

NATURE OF WORK:

- Under the supervision of the MRF Manager, MRF Shift Supervisor, and MRF Maintenance this position moves to different areas of the MRF that need assistance.
- The sort line attendant is responsible for sorting recyclable and non-processable materials from the waste stream. This role involves working as part of a team to ensure that the materials are properly separated, processed, and prepared for recycling while adhering to safety and operational requirements.

EXAMPLES OF WORK:

- Removes objects from the waste stream
- Identifies and removes contaminants from the recycling stream and non-processable items from the waste stream.
- Cleaning equipment, including the bag opener, conveyor belts, and all other recycling line equipment
- Performs custodial work which includes sweeping floors, cleaning picking station enclosure, locker rooms, and restrooms.
- Maintains cleanliness and organization of the material recovery facility
- Assisting in operating the baler for aluminum, metals, and cardboard
- Follows safety protocols and procedures to ensure a safe working environment.
- Participates in regular training sessions and meetings regarding MRF operations and safety.
- Reports any equipment malfunctions or safety concerns to the supervisor immediately.
- Collaborate with team members.
- Performs other related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Be able to identify materials in the waste stream so they can be properly removed and processed
- Be able to use basic hand tools
- Be able to communicate with co-workers and supervisors

PHYSICAL REQUIREMENTS:

- Must be able to pass a pre-employment physical and able to wear an air purifying respirator
- Must be able to work in confined space areas
- Must be able to work in a fast paced, physically demanding environment.
- Must be comfortable working in varying temperatures and conditions within the facility.
- Must be able to climb, balance, stoop, kneel, crouch, reach, stand, walk, push, pull and perform repetitive motion
- Must be able to lift 50 pounds occasionally
- Must be able to exert up to 100 pounds of force occasionally; up to 50 pounds of force frequently; and 20 pounds of force constantly to move objects

This description is intended to describe the tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties, and skill required of personnel so classified.

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Benefits:

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Retirement – Employees of Pope Douglas Solid Waste Management are enrolled in PERA (Public Employee's Retirement Association). Employees are vested in 3 years. Employee deduction is 6.5% and employer contribution is 7.5%.

Health Insurance - We offer multiple HSA compatible plans for health insurance. With those plans the employee can elect single, single + 1, and family coverage options. Employees have the option to buy up to a better health plan.

Life Insurance – As a Pope Douglas Solid Waste Management employee you will be covered by $20,000 of life insurance at no expense. Supplemental coverage is available for you, your spouse, and your dependents.

Other Payroll Deductible Elections Include – Dental Insurance, Vision Insurance, Long Term Disability, Short Term Disability, Group Critical Illness, Group Accident Insurance, Group Hospital Insurance, Healthcare Savings Account, Flex Spending Plan, NCPERS Life Insurance, and Post Employment Health Care Savings Plan.

Employee Assistance Program – Employees have access to an Employee Assistance Program (EAP). It is a voluntary program that can assist employees, their spouse, and dependents with support through access to qualified counselors for various personal and work-related issues.

Vacation – Employees will accrue vacation according to the following schedule:
0–5 years: 80 hours/year; 6–10 years: 120 hours/year; 11–20 years: 160 hours/year; 21+ years: 200 hours/year.

Sick Leave/Earned Safe and Sick Time – An employee shall be credited with 8 hours of sick leave for each month of service accumulative to 90 days. The first 48 hours (or up to 80 if any eligible time was carried over) will be counted as ESST.

Holidays – The official holidays for Pope Douglas Solid Waste Management are:
New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, the Day after Thanksgiving, and Christmas Day.

Minnesota Paid Leave (MNPL or PFML) – Minnesota Paid Leave (MNPL) is a state program that provides job protected, paid time off. Eligible employees can receive partial wage replacement for up to 12 weeks of medical leave and 12 weeks of family leave (with a combined maximum of 20 weeks per year). The paid leave benefit is provided through a private plan administered by MetLife. Employees pay 50% of the premium cost through a small payroll deduction while the employer pays the other 50%.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.