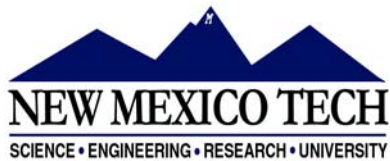


**Posted:** July 9, 2018



## POSITION ANNOUNCEMENT

**TITLE:** RECYCLING SPECIALIST

**DEPT:** ADMINISTRATION & FINANCE/ PROPERTY

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$10.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**INTERNAL POSTING THROUGH:** July 16, 2018 CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### **JOB DUTIES:**

Under general supervision, collect recyclable materials. Perform general maintenance of collection sites, sort and store materials at university recycling holding area. Be pleasant and helpful with other NMT associates as they have questions/concerns about the progress of the recycling function.

### **REQUIRED QUALIFICATIONS:**

Read and comprehend instructions, write information and complete simple forms required. High School (or GED) level ability in spelling, grammar, basic composition and math required. Must have a NM Driver's License. Ability to pass a Defensive Driving course for State vehicles required. Ability to learn how to operate a Forklift required. Ability to learn general information about recycling required.