



**RAMSEY/WASHINGTON  
RECYCLING & ENERGY**  
CONNECTING VALUE TO WASTE

## **Job Title: Processor Helper**

### **BASIC FUNCTION:**

To carry out basic cleaning, maintenance, and preparation of the plant and production lines to allow for safe and efficient operation; and to assist other employees as assigned.

### **EXAMPLES OF WORK PERFORMED:**

- Becoming thoroughly familiar with plant operating procedures
- Performing general plant cleaning, which includes shoveling, sweeping, chiseling, and removing combustible dust.
- Removing litter from plant grounds
- Operating a forklift and skid steer loader, in conjunction with clean-up duties
- Performing fire watch duties
- Assisting with trailer load-out functions
- Starting and stopping the operation of plant machinery in conjunction with clean-up duties throughout the plant
- Complying with R&E policies and procedures
- Maintaining a safe work environment by using personal protective equipment, participating in safety training, and following safety procedures and adhering to all applicable SDSs

*(The work assigned to a position in this classification may not include all possible tasks in this work and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

### **SUPERVISOR/MANAGERIAL RESPONSIBILITY:**

None.

### **INTERNAL/EXTERNAL RELATIONSHIPS:**

Daily contact with Supervisors to coordinate work efforts, and with processors and mechanics.

**IMPACT ON SERVICES/OPERATIONS:**

Impacts on the R&E Center's ability to receive and process solid waste, and in the production of refuse derived fuel, recyclable metals, and the disposal of residue and bulky waste. Proper performance will contribute to the safe and efficient operation of the R&E Center and will result in quality products. Improper performance will result in higher processing and maintenance costs due to more frequently required repairs, a decline in safety and a decline in the quality of products produced by the R&E Center.

**WORK ENVIRONMENT:**

Duties are performed inside and outside year-round, in all kinds of weather. Must be able to work in a wide range of climatic conditions, including extreme heat and cold. Must be able to work on static rotating shift schedules, overtime, weekends and holidays as the needs of the plant operations require. Employees in this position are exposed to operational hazards, such as: Traffic, dust and dirt, odor and noise. During the maintenance of equipment employees are subject to potentially hazardous substances such as: Diesel fuel, gasoline, lubricants, and solvents.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of hydraulic equipment, air tools and various hand tools.
- Skill in physical dexterity to operate plant equipment.
- Ability to physically qualify for use of respirator equipment.
- Ability to work well with others and possess good interpersonal skills.
- Ability to work from scaffolding and catwalks in high and confined areas.
- Ability to operate a forklift, skid loader or similar equipment.
- Ability to lift up to 40 pounds regularly
- Ability to work in a physical environment, requiring frequent bending, twisting, stooping, kneeling, crouching, climbing, walking, standing and reaching.

**MINIMUM QUALIFICATIONS:**

Education: High school diploma or equivalent. Post high school training preferred.

Other: Must pass R&E Board physical examination and security screening. Positions in this job class are subject to drug, cannabis, and alcohol testing. Testing negative on required tests is a condition of employment.

Certifications/Licensure: Must possess and maintain a valid driver's license.