



As a non-profit organization, Recycle Ann Arbor's mission is to develop and operate innovative reuse, recycling, and zero waste programs that improve the environmental quality of our community.

JOB TITLE: MRF Sorter I

LOCATION: 4150 Platt Rd., Ann Arbor, MI

FLSA STATUS:

This position is Non-Exempt for purposes of federal wage-hour law.

Position Description Summary:

Under the direction of the MRF General Manager, Supervisor or designee, the MRF Sorter I is responsible for sorting recyclable and non-recyclable materials on a conveyor belt in the MRF facility and on MRF equipment. Sorters are responsible to ensure unacceptable materials are removed from recycling so that recyclable materials are acceptable for sale to mills or brokers. Duties include, but are not limited to, the following:

Essential Functions and Responsibilities:

- Visually inspects, sorts, pulls, separates and cleans recyclable and non-recyclable materials on the MRF tip floor, MRF sort lines or other areas as assigned and performs other manual labor work as assigned.
- Inspect materials and sort recyclable items or materials into designated areas according to type, size, condition, color, or paper grade.
- Be ready to work by arriving to position on the line on time in proper clothing with all PPE in place at the beginning of the shift and after breaks and lunch.
- Report malfunctions and/or repair requirements to a Supervisor or designee.
- Ensures compliance with Lock Out Tag Out and all other MRF safety policies and procedures.
- Maintains sorting stations and workspaces clean and free of debris. Perform cleaning duties related to plant equipment and general housekeeping inside and outside of the MRF.
- Cleans sort line screens and/or other basic sorting equipment cleaning
- Lifts and moves objects from MRF tip floor and/or sort lines.
- Assists in loading and unloading trucks.
- Perform other duties and projects as assigned.

REQUIRED SKILLS AND ABILITIES:

- Reliable, good attendance, punctual
- Ability to work independently and as part of a team; ability to interact appropriately with others.
- Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.
- Positive attitude and excellent customer service.

PHYSICAL REQUIREMENTS:

- Must be able to regularly work near or around high-powered magnets, as there are six such magnets inside the MRF building, which prohibits persons with pacemakers to be near or around them.
- Ability to lift up to 50 lb. unassisted at times
- Safely operate broom, shovel, rake, screwdriver, pliers and other non-mechanical hand tools
- Ability to perform a variety of unskilled manual tasks primarily involving physical strength, manual dexterity and coordination.
- Not sensitive to motion sickness or strong odors
- Must be able to stand for at least 12 hours a day
- Ability to work in all temperature conditions
- Ability to constantly bending and twist, reaching and grabbing with hands, walk up and down stairs several times per day, sit, stand, bend, climb, and squat
- Work in confined spaces and in high work areas.



As a non-profit organization, Recycle Ann Arbor's mission is to develop and operate innovative reuse, recycling, and zero waste programs that improve the environmental quality of our community.

WORKING ENVIRONMENT:

- Work outdoors and indoors, under such conditions as inclement weather, extreme heat, extreme cold, dust, chemicals and noise
- Subject to noise from equipment operation and strong odors
- Must wear appropriate required uniform and personal protective equipment.

Education and Experience Requirements:

- Possess a high school diploma or GED preferred
- Previous work experience performing manual labor preferred
- Must have a State or Federally issued identification card
- Must be eligible to work in the United States

I have read and reviewed the above job description in full and acknowledge that I can perform the functions of the job, with or without accommodations.

Employee Signature

Date