

The Schenectady Municipal Housing Authority

Excellent Career Opportunity

Recycling Helper

The Schenectady Municipal Housing Authority (SMHA) is seeking to fill the full-time position of **Recycling Helper**. Employees in this position perform a variety of tasks in connection with garbage and bulk items collection and recycling activities. Job duties include, but are not limited to collecting trash, recyclables, and bulk items at each site on an assigned schedule, dispose of, transport and transfer trash and bulk items such as furniture, equipment, and appliances to a transfer station, remove garbage from compactors and load it into a truck for removal to a collection site, drive a truck to various locations for garbage collection and disposal, and assists with grounds upkeep and clean-up.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma; OR
- (B) Three months of garbage removal experience; OR
- (C) Successful completion of a job training or job readiness program.

Special Requirements: Must possess a valid NYS Driver's license at the time of appointment and must maintain such license throughout the tenure of appointment.

Starting Salary: \$29,916.47. Full benefit package including health insurance and participation in the New York State and Local Retirement System.

Normal Work Schedule: Full-Time, 40 hours per week, Monday through Friday, 7:30 a.m. to 4:00 p.m.

Pre-employment Drug Screening: It is the policy of SMHA to require applicants to take and successfully pass a pre-employment drug test.

Submission Requirements: Applicants must submit a job application and attach a copy of their resume. The application can be downloaded from our website <http://www.smha1.org/News.html> (scroll down to Job Opportunities and click the link to Employment Application). Application and resume may be submitted via mail or email to the following:

Office of the Executive Director
Schenectady Municipal Housing Authority
375 Broadway
Schenectady, NY 12305
jobs@smha1.org

Submission Deadline: Friday, July 6, 2018

The Schenectady Municipal Housing Authority is an Equal Opportunity Employer