

TOWN OF WILTON
RECYCLING CENTER FACILITY ATTENDANT JOB DESCRIPTION

Job Summary

Performs various duties in the operation of the recycling center and interacts with the public

SUPERVISION: Reports to Recycling Center Manager

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Insures the orderly, safe and efficient use of the town recycling center by residents and/or taxpayers
- Always communicate with the public in a responsible and courteous manner
- Answers questions regarding issues related to solid waste and recycling requirements
- Coordinates with the public the placement of recycled materials in appropriate receptacles and/or areas
- Maintain a level of confidentiality concerning the public's personal business
- Ensures all motor vehicles have the required permit and have paid appropriate fees when required
- Assures the quality of materials sorted and processed at Transfer Station prior to market.
- Attends workshops/seminars provided by the Town, State or others
- Review publications and remain current on new developments in the industry
- Attend to many duties simultaneously and/or in sequence
- Perform various tasks using a wide variety of manual and powered equipment
- Perform general maintenance of equipment, grounds and buildings
- Performs other related duties as requested and/or assigned
- Keep work areas and public access areas in a safe and clean orderly manner
- Operate equipment, as needed, in daily waste management and recycling activities
- Must report all accidents, to self and/or property, and safety concerns in a timely manner to Manager.
- Must represent self and the town of Wilton in a professional manner
- Maintain a team working relationships with fellow employees.
- Maintain effective working relationships with fellow employees and the general public

NATURE AND PURPOSE OF PUBLIC CONTACT:

- Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices in accordance with State regulations and department operation procedures and policies. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

EQUIPMENT USED: Skid steer, loader, balers, compactor, hand/power tools and other maintenance tools.

MINIMUM QUALIFICATIONS REQUIRED:

- A high school diploma or equivalent
- Any combination of education and experience that demonstrates the possession of the required knowledge, skills, and abilities

OCCUPATIONAL EXPOSURES:

Duties may involve frequent, recurring exposure to hazardous working conditions, such as operating dangerous equipment and being exposed to hazardous materials, toxic chemicals or communicable diseases contained in solid waste materials that are brought to the solid waste transfer station. Job frequently entails the possibility for serious injury or exposure to conditions which could result in total permanent disability or loss of life.

Extreme care and following established safety precautions is required at all times in order to prevent personal injuries and to ensure for the proper operation of the transfer facility equipment used to clean, maintain the buildings and grounds as well as the Solid Waste Transfer Station.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

- Ability to exert significant physical effort such as lifting and carrying heavy materials – 10 to 50 pounds
- Ability reaching above, at and below shoulder height is constantly required
- Pushing/pulling and bending is constantly required
- Grasping and reaching with arms and hands is constantly required
- Climbing and balance is occasionally required
- Ability to work continuously outdoors in varying/extreme weather conditions for an extended period of time
- Ability to continuously stand and walk thru out the day on hard, rough, wet & slippery surfaces
- Presence of strong/irritating odors, chemical/diesel fumes, dust, smoke, gases, airborne particles
- Exposure to dirt, dust, grease, refuse, household garbage, blood borne pathogens, herbicides or pesticides
- Continuously exposed to loud noises, periods of sunlight, poisonous plants, and insects and bees
- Perform a variety of manual tasks or perform one routine job for a prolonged period of time
- Ability to operate various types of equipment
- Noise level in the work environment is loud

Good physical condition is required to perform heavy physical labor

OTHER CONSIDERATIONS & REQUIREMENTS:

Safety precautions and proper lifting techniques are to be used at all times. Gloves, eye & ear protection and proper clothing and footwear are required

The employee is required to work beyond normal business hours on weekends and or holidays in accordance with the transfer station's hours of operation and in response to natural or man-made emergencies.

Must be able to perform duties in accordance with all federal, state and local laws, rules and regulations within mandated and appropriate safety standards. These include use of tools and equipment as well as procedures needed for handling MSW.

MINIMUM QUALIFICATIONS REQUIRED

- * A high school diploma or equivalent
- * Valid NH driver's license
- * Must complete Solid Waste Operator Training and Certification program as soon as the class is available.
- * Obtain NH Public Weighmasters License
- * Any combination of education and experience that demonstrates the possession of the required knowledge, skills, and abilities

To apply please contact Carol Burgess, Manager of Wilton Recycling Center

291 Gibbons Hwy. (101 W) Wilton, NH 03086

603-769-9312 cell or email; recycling@wiltonnh.gov

Preference given to those with experience.

This job description is meant to be illustrative and is in no way all inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to. This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.