

TOWN OF WALPOLE

Recycling and Transfer Station Attendant

DEPARTMENT: Recycling

EMPLOYMENT STATUS: Full-time, hourly

JOB SUMMARY: Provides operational support to the Recycling and Transfer Station Department.

SUPERVISION RECEIVED: The Recycling and Transfer Station Attendant receives general supervision and policy direction from the Manager of Recycling and Transfer Station. May receive direction from others for specific tasks or projects.

EXPERIENCE: Prior equipment operator experience is preferred; however, training will be provided if required. Prior experience with recycling processes would be an asset.

REQUIRED SKILLS: Working knowledge of the principles, practices, methods, and equipment employed in the operation of a recycle center and compact transfer site operation; ability to understand and follow oral and written instructions; ability to be courteous with the public; dependability and willingness to work under adverse weather conditions; complete NHDES Principal Operator, step 1 within 6 months of employment. A High School diploma or GED required.

TASKS:

1. Have or acquire an understanding of municipal solid waste operations.
2. Possess a mechanical aptitude as well as a demonstrable ability to operate equipment; analyze problems and initiate repair.
3. Qualify as a competent operator of all motorized department equipment.
4. Become familiar with all department processes and procedures.
5. Shall be capable of accomplishing regularly assigned tasks and /or special assignments with a minimum of supervision.
6. At the direction of either department manager or the office assistant, work with the daily volunteers assisting and guiding them in processing recyclables.
7. Help with training new volunteers in recycling and transfer routines.
8. Assist volunteers during busy periods to assure timely product processing.
9. Maintain State certification to work as an operator at the facility.
10. Work cooperatively with other employees to form a cohesive team.
11. Be responsible for any other duties assigned by the department manager.

PHYSICAL REQUIRMENTS: While performing the duties of this job, the employee must be able to lift 25 lbs. regularly and to 50 lbs. occasionally, stand for extended periods of time, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.