

# **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. Performs all other related work as required.

**SUPERVISION RECEIVED AND EXERCISED:** 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.

### **RECOMMENDED MINIMUM QUALIFICATIONS:**

#### **Education, Training and Experience:**

High School Diploma or equivalent. Prior equipment operator experience is preferred, or an equivalent combination of education and experience; however, training will be provided if required. Prior experience with recycling processes would be an asset. Complete NHDES Principal Operator, step 1 within 6 months of employment.

#### **Knowledge, Ability and Skill:**

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.

### **ESSENTIAL FUNCTIONS:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

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.
12. Performs similar or related work as required, directed or as situation dictates.

**PHYSICAL REQUIREMENTS:**

*(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

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. Regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other recyclable items. Physical agility required to access all areas of sites. Vision and hearing at or correctable to normal ranges.

**JOB ENVIRONMENT:**

- Work is performed primarily outdoors with loud noise levels and exposure to variable weather conditions/hazards associated with heavy equipment, the workload is subject to seasonal and weather-related fluctuations, responds to demand, operates automobile, heavy equipment, power, and hand tools.
- Employee has frequent contact with the general public. Contacts are in person and by telephone and involve an information exchange dialogue.
- Errors could result in delays or loss of service, personal injury, or injuries to others, and possible legal and/or financial ramifications.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change).*

***Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer***

Updated: 3/28/22