

## **Position Purpose:**

Performs a variety of routine, repetitive, tasks; operates various equipment on a daily basis. Performs all other related work as required.

## **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.)*

- Provides customer service; provides information, checks loads for the public.
- Performs a variety of manual duties involving the separation of all recyclable materials, and the constructing, repairing, cleaning and maintaining Solid Waste Facilities.
- Separates glass, cans, plastics, metal, newspapers, cardboard, yard and leaf waste for recycling.
- Sorts hazardous waste materials, i.e. oil, rechargeable batteries and florescent bulbs.
- Performs routine maintenance to grounds, buildings and equipment.
- Plows and removes snow and ice.
- Strictly follows all safety rules and regulations.
- Performs similar or related work as required, directed or as situation dictates.

## **Recommended Minimum Qualifications:**

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

High School Diploma; one year of municipal, community, or waste program experience desirable. NHDES Solid Waste Operator's License within 6 months of hire, or an equivalent combination of education and experience.

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

*Knowledge:* Knowledge of occupational hazards and safety precautions; basic knowledge of local and state regulations.

*Ability:* Ability to demonstrate proficient and safe use of a forklift, baler, compactor, machinery, light and other equipment is required. Ability to perform a variety of manual tasks or to perform one routine job for prolonged periods is required. Ability to understand and follow oral and written directions is required.

*Skill:* Strong interpersonal skills, Skills in the operation and manipulation of equipment under all weather conditions are required. Ability to demonstrate proficient and safe use of a forklift, baler, compactor, machinery, light and other equipment is required.

## **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.*

This position is 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 common office objects. Physical agility required to access all areas of inspection sites. Employee may occasionally lift and/or move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:* Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

*Supervision Received:* Works under the direct supervision of the Recycle Center Supervisor/Operator.

*Supervision Given:* None

**Job Environment:**

- General office conditions, field work is performed 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 telephone, computer, hand power tools, survey equipment and standard office machines.
- Makes frequent contact with businesses, property owner and other city employees. Contacts are in person, by phone, email and group meetings.
- Errors could result in delay or loss of services, personal injury too self and/or others, damage to building and equipment, and significant monetary loss and/or legal repercussions.

*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.*