

PART TIME RECYCLING ATTENDANT

JOB SUMMARY

Performs a variety of routine skilled and unskilled manual laboring duties involving the operation and maintenance of the Town's recycling/holding area.

SUPERVISION RECEIVED

Works under the direct supervision of the Public Works Director or his designee who assigns work, reviews work in progress and/or at completion and provides instructions as necessary. Duties are performed according to established and specified procedures.

SUPERVISION EXERCISED

None

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Enforces Northfield's Solid Waste Management Ordinance.
2. Disseminates information for facility users.
3. Maintains efficiency of the facility and quality control of recyclable materials and appearance of facility grounds.
4. Controls the flow of traffic and directs vehicles to correct location for proper disposal of refuse. Calculates fees, receives and records fees.
5. Receives recyclable material, brush, c&d, etc. for processing.
6. Performs simple building and grounds maintenance to facility. Picks up litter, shovels and plows snow at facility as needed.
7. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of Town ordinances and applicable RSA's. Knowledge of the safety practices and procedures applicable to the operation of the facility. Ability to understand and give oral and written instructions. Ability to perform simple and routine manual labor; ability to perform prolonged heavy physical labor under adverse weather conditions; ability to perform a variety of manual tasks or to perform one routine job for prolonged period. Ability to establish and maintain harmonious working relationships with fellow employees and deal effectively with the public. Ability to complete required records and reports. Ability to make arithmetic computations.

MINIMUM QUALIFICATIONS REQUIRED

Possession of a high school diploma. Willingness to work outdoors. Physical ability to perform the required tasks. Must possess a valid CDL if operating a motor vehicle greater than 1 1/2 ton capacity. Must obtain NHDES Waster Operator Certification within 3 months of date of hire.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

May be regularly required to exert significant physical effort, e.g., lifting and carrying heavy equipment and materials (often over 50 lbs.). Regularly required to work outdoors.