

Department: Transfer Station & Recycling Center

Position Title: Transfer Station Attendant

Amended: March 23, 2017

JOB STATUS: Part-Time; Individuals who are regularly scheduled to work less than 35 hours per week. Part-Time employees are not eligible for benefits described in the Dunbarton Personnel Plan except to the extent required by State or Federal Law.

JOB DESCRIPTION: Performs all routine work associated with the operation and maintenance of the transfer station.

ACCOUNTABILITY: Reports to the Transfer Station Manager.

LICENSURE/CERTIFICATION REQUIREMENTS:

- Valid NH Operator's license to operate mobile equipment.
- Must obtain NH DES Certification within one year of start date.
- Must be 18 years of age

OTHER TRAINING, SKILLS & EXPERIENCE REQUIREMENTS:

- High School diploma or G.E.D. equivalent preferred
- Ability to follow written and oral instructions.
- Ability to operate and maintain power and hand tools, safety equipment, compactor, baler, pallet jack and loading equipment.

DUTIES AND RESPONSIBILITIES:

- Know, understand and implement the transfer station operation rules and procedures.
- Operate transfer station and recycling center equipment.
- Monitor access to solid waste facility.
- Conduct visual inspection of loads as needed to prevent disposal of prohibited materials.
- Explain operating policies and procedures to facility users to assure proper use.
- Maintain cleanliness and neatness of the solid waste facility/ yourself & work areas.
- Maintain effective working relationship with other employees and the public.
- Assist residents in the appropriate placement of refuse and recyclables.
- Assess and collect fees as required by established schedule fees.

- Prepare cardboard, newspaper, aluminum and other recyclables for market and store them in a safe and healthful manner.
- Execute safe work procedures associated with assigned work.
- Perform routine and preventive maintenance on facility equipment.
- Perform related work as required.
- Attend monthly Department meetings.

OTHER CONSIDERATIONS AND REQUIREMENTS:

- Ability to read basic technical manuals. Ability to make entries in and maintain logs, and complete basic reports and related paperwork.
- Ability to perform manual labor in environments characterized by heat or cold, dust, noise, rain, and snow that may produce slippery conditions at the work site.
- Reliable attendance and performance in all climatic and environmental conditions.

SUMMARY OF OCCUPATIONAL EXPOSURES:

- Exposure to municipal solid waste, containers which contained food, cleaners, etc. Exposure to dust and diesel fumes. Minimal potential of being exposed to medical waste. Exposure to moderate to high noise levels from compacting and maintenance equipment.

DISCLAIMER STATEMENT: The job description lists essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the job description provided that such duties are characteristic of that position.

OTHER CONSIDERATIONS AND REQUIREMENTS: Safety precautions and proper lifting techniques must be used at all times. Gloves, eye and ear protection and proper clothing and footwear must be used, as circumstances require.

EQUIPMENT USED:

- Power and hand tools, compactor, baler, and some light equipment such as a forklift, skid steer, pallet jack and pickup truck.

ENVIRONMENT: 20% inside – 80% outside (or in minimally heated building).

PHYSICAL ACTIVITY REQUIREMENTS

PRIMARY PHYSICAL REQUIREMENTS

OTHER PHYSICAL REQUIREMENTS

MAY BE REQUIRED TO DO THE FOLLOWING:

LIFT AND CARRY UP TO 50 lbs.

PERFORM THE FOLLOWING MOTIONS

- Twisting
- Kneeling
- Bending
- Crouching
- Crawling
- Balancing
- Squatting
- Reach above shoulder height
- Reach below shoulder height
- Reach at shoulder height
- Push/Pull

HAND MANIPULATION

- Grasping
- Fingering
- Handling
- Torqueing

WORK SURFACE (s)

Hot top, concrete, dirt, sand surfaces; rough terrain; wet and slippery surfaces.

COGNITIVE AND SENSORY REQUIREMENTS:

Necessary for talking, hearing, sight, & smell

Controls and Equipment:

Skid steer, compactor and balers

During an eight (8) hour day, an employee is required to:

Primarily Stand, Walk and Lift

Signatures:

I have reviewed the content of this job description with my supervisor.

Employee's Name

Employee's Signature

Date Reviewed

Supervisor's Name and Title: Patrick Bowne, Transfer Station Supervisor

Supervisor's Signature

Date Reviewed

Selectman's Signature

Date Approved

Selectman's Signature

Date Approved

Selectman's Signature

Date Approved