

POSITION DESCRIPTION

Town of Swanzey, New Hampshire

Position Title: Seasonal Solid Waste Facility Operator
Department: Solid Waste
Classification: Full Time/May – Nov. Hourly Position- (non-exempt)
Labor Grade: 1

General Purpose

This position performs routine work of semi-skilled or skilled tasks in the collection, sorting, transfer and recycling of solid waste. This job description is meant to be illustrative and is in no way all-inclusive.

Supervision Received

Solid Waste Manager and Assistant Solid Waste Manager in his absence

Environment, Facility and Working Conditions

70% Inside 30% Outside

Work in severe climate conditions varying from heat to cold, wet, snow and ice. May be exposed to herbicides, pesticides, fuels, paint, solvents, hydraulic fluids, fertilizers, long periods of sunlight, or insects such as wasps, hornets, bees, etc.

Work surfaces include standard office environment, equipment cabs, recycling processing/storage areas with concrete floors, rough, wet and slippery terrain, asphalt, grassy, earthen and gravel surfaces and may be exposed to mechanical/electrical hazards.

Supervision Provided

Work is performed under the direct supervision of the Solid Waste Manager

Supervision Exercised

None

Essential Duties and Responsibilities

- Work with recycling center staff sorting and processing recyclables and non-recyclable items brought to the transfer station/recycling center
- Operates equipment including baler, crushers and bobcat skid steer.
- Answers questions from the public regarding recycling requirements and other issues related to municipal solid waste addressing situations which may arise regarding how materials brought to the center should be handled

- Assist in employee daily work flow, and maintaining facility appearance
- Maintain safety and cleanliness of recycling facilities to ensure optimum efficiency
- Prepare recyclable items for delivery to off-site recycling facilities
- Ability to work well with people; self-motivation, organization, communication, and hand-eye coordination skills.
- Will be able to effectively “multi-task”, while working in a fast paced environment.
- Perform all routine “floor tasks” as necessary, and work Saturdays

Necessary Knowledge Training and Skills

- Will have an understanding of municipal solid waste management and recycling issues.
- Will have the ability to communicate well with the general public, vendors, and employees.
- Knowledge of Safety procedures involved in the use of tools and equipment and safety procedures needed for handling of municipal solid waste
- High school diploma or equivalent
- Valid Driver’s license
- Will be qualified as a NHDES Level 1 Solid Waste Facility Operator within 1 year of employment.
- Will possess a mechanical aptitude as well as demonstrable ability to operate all equipment, analyze problems, and initiate repair.
- Will become familiar with all processes and procedures related to daily operations within sixty (60) days of employment, competent within six (6) months.

Physical Activity and Primary Physical Requirements

Will be able to perform physical tasks including standing and walking for extended periods of time; regularly lift, carry, push, pull or otherwise move items weighing up to 50 pounds; seeing, speaking, and hearing necessary to issue and follow oral and written instructions; climbing, crawling, bending, crouching, reaching above shoulder level, using hand(s) for simple or firm grasping, stooping, kneeling.

Lift up to 50 lbs. Frequently required.

Lift over 50 lbs. Occasionally required.

Carry up to 25 lbs. Frequently required.

Carry 26 to 50 lbs. Occasionally required.

Carry over 50 lbs. Occasionally required, assistance may be available.

Reach above shoulder height. Occasionally required.

Reach at shoulder height. Frequently required.

Reach below shoulder height. Frequently required.

Push/pull. Occasionally required.

Grasping, handling, torquing and fingering with hands frequently required.

Twisting, bending, squatting, climbing, kneeling, crouching and balancing required.

Cognitive and Sensory Requirements

Vision: Necessary to read various instructions and paperwork, to see various aspects of work for effective performance of job as well as observing safety of co-workers and public. Corrected, if needed to 20-20.

Hearing: Necessary for listening to instructions and verbal communications with employees, residents and the general public through various means such as telephone, radio, in person.

Speaking: Necessary for communicating with employees, residents, and the general public.

Tasting and Smelling: Necessary to detect odors, fumes and gases.

Dexterity: Necessary for operating all equipment, vehicles, tools, and conducting all operations of the Department.

Mobility: Needed to walk around the entire property in order to conduct work, and in other areas as needed.

Other Considerations and Requirements

This position requires a high level of judgment to evaluate and act on phone calls, radio calls, facility visits by the public, and equipment problems. Initiate emergency response for a hazardous waste spill, medical assistance, or any other type of emergency at the facility.

Mental and physical demands described 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 meet these demands.

Selection Guidelines

Resumes, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

The 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.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of reasonable accommodation to be determined by Management on a case by case basis.

Employee Signature

Date