



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**
PO Box 550, Gilmanton, NH 03237

SOLID WASTE FACILITY ATTENDANT

JOB TITLE: Facility Attendant

DEPARTMENT: Transfer Station

EMPLOYMENT STATUS: Part-Time 24 hours per week

EXEMPT STATUS: Non-Exempt

LABOR GRADE: 2

JOB SUMMARY

Performs a variety of routine and semi-skilled laboring duties involving the disposal of refuse, the separation of recyclable materials, and other functions related to the solid waste/recycling facility, including assisting customers.

SUPERVISION RECEIVED

Works under the direct supervision of the Solid Waste Foreman and under the general supervision of the Department of Public Works Director. Supervisors assign work and review work in progress and/or at completion. Work is reviewed for conformance with instructions and for the safety and care exercised in operating equipment.

SUPERVISION EXERCISED

None

EXAMPLES OF ESSENTIAL DUTIES

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

1. Knows, understands, and implements the solid waste/recycling facility operating rules and procedures.
2. Assists residents and commercial users in the appropriate placement of refuse and recyclable materials. Answer the public's questions in person and over the telephone.
3. Separates recyclable materials, including scrap metal; loads trucks with recyclable materials.
4. Operates trash compactor, baler, and related equipment.
5. Maintains the cleanliness and neatness of the facility; removes snow in the winter; beautifies grounds, including mowing lawn and picking up loose refuse.
6. Checks permits for use of the facility by the public.
7. Opens and closes buildings and gates according to schedule; guards against vandalism and unlawful entry by locking gates.

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8. May operate equipment and receive Electronic payments.
9. Assists in all matters related to the operation of a solid waste/recycling facility.
10. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of methods, materials, and equipment used in municipal solid waste operations, knowledge of hazards and safety precautions common to machinery and equipment utilized in the solid waste industry; knowledge of and the ability to drive some equipment. Ability to use simple hand and power tools; ability to learn recycling methods; ability to perform prolonged heavy physical labor under even adverse weather conditions; ability to perform a variety of manual tasks or to perform one routine task for prolonged periods; ability to follow written and oral instructions; ability to communicate effectively; ability to maintain effective working relationships with supervisors, employees, and the public.

MINIMUM QUALIFICATIONS

High school diploma or equivalent, valid N.H driver's license, experience in heavy manual labor; experience in municipal solid waste industry; possession of a Department of Environmental Services certificate or can obtain one in accordance with the State's schedule; a valid NH operator's license; **OR** any equivalent combination of education and experiences which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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 essential functions.)

Cognitive and Sensory Requirements:

- **Speaking:** For communicating with others, talking is required; for taking instructions from others
- **Hearing:** Hearing is required; for doing the job effectively and correctly
- **Vision:** Sight is required;
- **Sense of Smell:** Smell is required for detecting odors such as electrical smoke, noxious gases, etc.
- **Dexterity:** Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms.
- **Mobility:** Physical effort is necessary in performing duties requiring walking, standing, bending, and lifting.

Physical Requirements:

- May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials (frequently up to 50 pounds and occasionally 75-100 pounds).
- Regularly works outdoors under varying and extreme weather conditions; employees may be exposed to excessive noise from heavy compacting and heavy-duty equipment and disagreeable factors such as dust, dirt, herbicides, pesticides, fuels, solvents, household garbage, etc.
- Work requires standing and walking on rough, wet, slippery surfaces, including dirt, asphalt, and concrete. Exposure to minor injuries such as cuts and bruises; exposure to long periods of sunlight, poisonous plants, insects, and bees.

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The Solid Waste Facility Attendant will adhere to the rules and requirements of the facility. (See attached)

I have reviewed the content of the above job description with my supervisors.

Employee's Name and Signature

Date Reviewed

We have discussed the responsibilities outlined by this job description with the above Employee.

Chairman Mark Warren

Vice-Chairman Vincent Baiocchetti

Selectman Evan Collins