

JOB TITLE: RECYCLING ATTENDANT-TRANSFER STATION

JOB DESCRIPTION: Performs routine work of an unskilled or semi-skilled nature at solid waste transfer site, requiring the ability to do heavy physical labor efficiently.

ACCOUNTABILITY: Reports to Transfer Station Foreman.

EQUIPMENT USED: Hand and power tools; bailer; compactor; some heavy equipment such as front-end loader, backhoe, fork lift, and bulldozer.

ENVIRONMENT: Inside: 5% Outside: 95%

DUTIES AND RESPONSIBILITIES:

Knows, understands and implements the solid waste disposal facility operating rules and procedures.

Monitors access to solid waste disposal facility.

Conducts visual inspection of loads as needed to prevent disposal of prohibited materials.

Explains operating policies and procedures to facility users to assure proper use.

Maintains the cleanliness and neatness of solid waste disposal facility.

Assists resident and commercial users in the appropriate placement of refuse and recyclables.

Maintains the recycling area and insures the proper disposal and classification of all recycled materials.

Sorts and packages cardboard, newspaper, aluminum and other recyclables and stores them in a safe and healthful manner.

Uses and performs routine/preventive maintenance on compactor, baler, hand tools and power equipment.

Compacts materials as required by the facility operating plan, and state regulations.

Familiar with and executes safe work procedures associated with assigned work.

Performs preventative maintenance on equipment

Performs related work as required.

PHYSICAL ACTIVITY REQUIREMENTS

PRIMARY REQUIREMENTS

LIFT up to 10 lbs.: Constantly required.
LIFT 11 to 25 lbs.: Frequently required.
LIFT 26 to 50 lbs.: Frequently required.
LIFT over 50 lbs.: Occasionally required. Assistance may be available.

CARRY up to 10 lbs.: Frequently required.
CARRY 11 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: Constantly required.
REACH below shoulder height: frequently required.

PUSH/PULL: Frequently required.

OTHER CONSIDERATIONS

Twisting: Frequently required.
Bending: Frequently required.
Crawling: Rarely required.
Squatting: Occasionally required.
Kneeling: Occasionally required.
Crouching: Rarely required.
Climbing: Occasionally required.
Balancing: Not required.

WORK SURFACE(S): Concrete, dirt, sand, clay, rough terrain.

HAND MANIPULATION

Grasping: Constantly required.
Handling: Constantly required.
Torquing: Occasionally required.
Fingering: Frequently required.

Controls and Equipment: Front-end loader; forklift; bulldozer; baler; compactor; telephone; heavy motor vehicles, and utility vehicles

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours

Sit 1 2 3 4 5 6 7 8
Stand 1 2 3 4 5 6 7 8
Walk 1 2 3 4 5 6 7 8

Total Hours

Sit 1 2 3 4 5 6 7 8
Stand 1 2 3 4 5 6 7 8
Walk 1 2 3 4 5 6 7 8

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instructions from others.

Sight: Necessary for doing job effectively and correctly.

Tasting & Smelling: Smelling required to detect odors such as fire, smoke, noxious gases, prohibited materials, etc.

SPECIFIC VOCATIONAL PREPARATION REQUIREMENT(S):

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

LICENSURE/CERTIFICATION REQUIREMENTS: Ability to acquire certification from State of New Hampshire as Solid Waste Facility Operator, Level I within six months.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS: HS diploma or equivalent. Some experience in heavy manual labor. Ability to follow written and oral instructions. Ability and experience operating and maintaining hand and power tools, safety equipment, and light loading equipment.

SUMMARY OF OCCUPATIONAL EXPOSURES:

May be exposed to herbicides, pesticides, fuels, solvents, household garbage, etc.

Exposed to high noise levels from heavy compacting and road maintenance equipment.

May be exposed to long periods of sunlight.

May be exposed to poison ivy, oak, or sumac, and insects such as wasps, hornets, bees, etc.

OTHER CONSIDERATIONS AND REQUIREMENTS:

Ability to read basic technical and maintenance manuals. Ability to make entries in and maintain logs, complete basic reports, and become familiar with and maintain MSDS 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.