



## **TOWN OF HILLSBOROUGH**

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## **EMPLOYMENT OPPORTUNITY**

### **TRANSFER STATION FACILITY ATTENDANT**

The Town of Hillsborough has an opening for a full-time Transfer Station Facility Attendant.

This position is responsible for directing the public in the placement and separation of municipal solid waste and to work with and assist the Facility Manager in the day-to-day operation and care of the Transfer Station. Responsible for conducting visual inspections of loads, maintaining cleanliness and neatness of facility, assessing, and collecting fees as required, using, and performing routine/preventative maintenance on all equipment, machinery, and tools, etc.

Applicant should have or be able to obtain a Certification from the State of New Hampshire as a Solid Waste Facility Operator and NH weigh masters' license. A High School Diploma or GED plus three years of experience in solid waste disposal operation is desired. Knowledge of State and Federal Laws pertaining to safe working conditions and hazardous materials, OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

This position is part of the Hillsborough Town Employees AFT Local #3912, AFT-NH, AFL-CIO union with a current wage scale of \$17.91 to \$22.70 as well as a generous benefits package including Health Insurance, Retirement, paid holidays as well as vacation/sick time.

Applications and full job descriptions are available on the Town of Hillsborough's website at <https://www.town.hillsborough.nh.us/> or by visiting the Town Office located at 27 School Street in Hillsborough. Applications and/or resumes can be mailed or dropped off to the attention of Laura Buono, Town Administrator, 27 School Street, PO Box 7, Hillsborough, NH 03244 or emailed to [Laura@Hillsboroughnh.net](mailto:Laura@Hillsboroughnh.net). The Town of Hillsborough is an EOE.

# TOWN OF HILLSBOROUGH

## SOLID WASTE FACILITY ATTENDANT

### JOB SUMMARY

Position is for a person to work at the Hillsborough Solid Waste Facility, hereafter called the Facility, and its related areas directing the public in the placement and separation of municipal solid waste per the policies set forth in the Town of Hillsborough's Town Ordinances. To work with and assist the Facility Manager in the day to day operation and care of said Facility.

### ENVIRONMENT

Inside 5%      Outside 95%

### SUPERVISION RECEIVED

Works under the general supervision of the Facilities Manager who outlines policy, work schedule, duties to be performed and provides instructions as necessary. Duties are performed according to established and specified procedures.

### SUPERVISION EXERCISED

Assumes responsibilities of Facility Manager in his/her absence.

### EXAMPLES OF DUTIES

1. Knows understands and implements the Facility's operating rules and procedures.
2. Monitors access to Facility disposal area.
3. Conducts visual inspection of loads as needed to prevent disposal of prohibited materials.
4. Explains operating policies and procedures of Facility to Facility users to assure proper use.
5. Maintains the cleanliness and neatness of Facility.
6. Assists resident and commercial users in the appropriate placement of refuse and recyclable /commingles.
7. Assesses and collects fees, as required, by established schedules.
8. Uses and performs routine/preventive maintenance on all equipment, machinery and tools assigned and used by the Facility.
9. Familiar with and executes safe work procedures associated with assigned work.
10. Performs related work as required.

### LICENSE/CERTIFICATION REQUIRMENTS

Certification from Sate of New Hampshire as a Solid Waste Facility Operator, Level 3. Valid New Hampshire Commercial Drivers License, with endorsements for equipment used by the Town.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Graduation from High school or GED. Three years of experience in solid waste disposal operation supplemented by technical training. Knowledge of State and Federal Laws pertaining to safe working conditions and hazardous materials, OR any equivalent combination of education and experience which demonstrates possession of the require knowledge, skills, and abilities.

### SUMMARY OF OCCUPATIONAL EXPOSURE

1. May be exposed to herbicides, pesticides, fuels, solvents, household garbage, etc.
2. May be exposed to high noise levels.
3. Ability to perform manual labor for extended periods, and under unfavorable conditions.
4. Physical Activity requirements:

#### LIFE/CARRY:

1. Lift or carry up to 10 lb.: Frequently Required.
2. Lift or carry up to 25 lb.: Frequently Required.
3. Lift or carry up to 50 lb.: Occasionally Required
4. Lift or carry over 50 lb.: Occasionally Required

#### PUSH/PULL:

1. Push/pull rarely required.

#### REACH:

1. Reach above shoulder height: Occasionally required.
2. Reach as shoulder height: Frequently Required.
3. Reach below shoulder height: Occasionally Required.

#### HAND MANIPULATION:

1. Grasping: Frequently Required.
2. Handling: Frequently Required.
3. Trolling: Occasionally Required.
4. Fingering: Handling: Frequently Required.

ADDITIONAL INFORMATION: Work environment may regularly expose the incumbent to such conditions as: unpleasant odors, diesel exhaust, hazardous materials, and hazards from moving vehicles and equipment.