

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	Laborer/Truck Driver, Recycling-Solid Waste Transfer Station	GRADE LEVEL:	13
CLASSIFICATION:	Non-Exempt, Full-time	DEPT:	DPW-TS
CREATED:	11/2003	REV DATES:	7/9/20; 2/13/23

<u>Job Description:</u>	Performs routine work of a semi-skilled or skilled nature at solid waste transfer site, requiring the ability to do physical labor efficiently.
<u>Accountability:</u>	Reports to Transfer Station Supervisor
<u>Equipment Used:</u>	Hand and power tools, glass crusher, some light equipment such as skid-steer loader.
<u>Environment:</u>	Inside: <u>80 %</u> Outside: <u>20 %</u>

Duties and Responsibilities:

Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.

1. Knows, understands, and implements the recycling/solid waste disposal facility operating rules and procedures.
2. Operate loading and recycling processing equipment.
3. Monitors patrons access to solid waste disposal facility.
4. Conducts visual inspection of loads as needed to prevent disposal of prohibited materials.
5. Explains operating policies and procedures to facility users.
6. Maintains cleanliness and neatness of solid waste disposal facility.
7. Maintains effective congenial working relationship with other employees and the public.
8. Assists residents in the appropriate placement of refuse and recyclables.
9. Operates scales, assesses and collects fees, as required, by established rates.
10. Maintains the recycling area and insures the proper disposal and classification of all recycled materials.
11. Sorts and packages cardboard, newspaper, aluminum, glass, and other recyclables and stores them in a safe and healthful manner.
12. Familiar with town's safety policy and executes safe work procedures in association with assigned work.
13. Performs routine and preventive maintenance on facility's recycling equipment and skid-steer.
14. Operates dump trucks, and other moderately complex construction and maintenance equipment.
15. Performs plowing and snow removal from roadways and walkways during winter months; applies salt and/or sand to roadways to maintain public safety; may operate backhoe or loader to load trucks for road applications. Shovel snow from walkways.
16. Performs regular maintenance on equipment such as checking fluid levels, tire pressures, belts and other related inspections for safe operations; repairs problems and or advises supervisor / mechanics that repairs are needed.
17. Performs grounds maintenance work such as trash removal, mowing, trimming, weeding, irrigation, raking, fertilizing, shoveling, sweeping, and tree work.
18. Availability - 24 hours per day availability required to meet emergency situations.

19. Overtime is required of all positions within this class specification.

20. Performs other related duties as assigned.

Physical Activity Requirements:

Frequently, Occasionally, Seldom, Rarely or Not Required

<u>PRIMARY PHYSICAL REQUIREMENTS</u>	F	O	S	R	N	<u>OTHER PHYSICAL CONSIDERATIONS</u>	F	O	S	R	N							
LIFT up to 10 lbs.:	X					Twisting		X										
LIFT 11 to 25 lbs.:		X				Bending:		X										
LIFT 26 to 50 lbs.:		X				Crawling:			X									
LIFT over 50 lbs.:		X				Squatting:		X										
CARRY up to 10 lbs.:	X					Kneeling:		X										
CARRY 11 to 25 lbs.:	X					Crouching:		X										
CARRY 26 to 50 lbs.:		X				Climbing:	X											
CARRY over 50 lbs.:		X				Balancing:					X							
REACH above shoulder height:	X					WORK SURFACE(S)												
REACH at shoulder height:	X					Concrete, dirt, sand, clay, asphalt, grass and rough terrain.												
REACH below shoulder height:	X																	
PUSH/PULL:	X					DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:												
HAND MANIPULATION							Consecutive Hrs				Total Hrs							
Grasping:	X						1	2	3	4	5	6	7	8				
Handling:	X					Sit	1-2				2-3							
Torquing:		X				Stand	1-2				2-3							
Fingering:	X					Walk	1-2				2-3							
Controls and Equipment: Required	X																	

Work is performed inside and out of doors in an environment which includes exposure to physical elements and/or to a number of disagreeable working conditions. The physical demands of the duties described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions of the position.

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving instructions.
Sight:	Necessary to perform job effectively.
Tasting & Smelling:	Smelling required to detect odors such as electrical smoke, noxious gases, etc.

Specific Vocational Preparation Requirement(s):

	Short demonstration only		Any "beyond short" demonstration up to and including 30 days.		30-90 days
	91-180 days	X	181 days to 1 year		1 to 2 years
	2 to 4 years		4 to 10 years		Over 10 years
Required:	<ul style="list-style-type: none"> Minimum of high school diploma or GED required. Valid New Hampshire Driver's License 				
Experience	One (1) – two (2) years in Transfer Station Operations				
Supervisory experience:	N/A				

<u>Licensure/Certification Requirements:</u>	<ul style="list-style-type: none"> • Must possess a valid NH Driver’s License. • Possession of a valid NH Class B CDL license, REQUIRED. Within 1 year of date of hire. • Possession of a valid NH CDL-A preferred. • Valid New Hampshire Department of Agriculture Weigh Master’s License
<u>Other Training, and/or related Skills</u>	<ul style="list-style-type: none"> • Some experience in heavy manual labor. • Ability to follow written and oral instructions. • Ability and experience in operating and maintaining hand and power tools, safety equipment, and light loading equipment.

Summary of Occupational Exposures:

<p><u>Summary of Occupational Exposures:</u></p> <ul style="list-style-type: none"> ▪ May be exposed to herbicides, pesticides, fuels, lubricants, solvents, household garbage, insects, poison ivy, etc. ▪ Exposed to high noise levels from heavy compacting and road maintenance equipment.

Other Considerations and Requirements:

<p><u>Other Considerations and Requirements:</u></p> <ol style="list-style-type: none"> 1. Ability to read basic technical and maintenance manuals. 2. Ability to make entries in and maintain logs, complete basic reports, and familiarity with MSDS paperwork. 3. Ability to perform manual labor in environments characterized by heat, cold, dust, noise, rain and snow that may produce slippery conditions at the work site. 4. Reliable attendance and performance in all climatic and environmental conditions. 5. Must be dependable. 6. Must be able to work independently while still being a team worker. 7. Must be willing to learn new processes or equipment. 8. Requires the ability to trouble shoot and/or problem solve in the absence of a supervisor. 9. Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff. 10. Requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public and all Town departments. 11. The physical demands of the duties described her are representative of those that must be met by an employee to successfully perform the essential functions of this position. 12. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on	2/13/23
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