

**TOWN OF WASHINGTON  
DEPARTMENT OF PUBLIC WORKS**

**SOLID WASTE FACILITY OPERATOR**

**JOB SUMMARY**

Responsible for the safe and efficient operation of town solid waste facilities, which include the solid waste transfer station, recycling center, in accordance with department operating procedures and standards, town ordinances and policies, and state and federal regulations. Performs other public works department duties which may be temporarily assigned, to include but not necessarily limited to: vacation and absence stand-in for other public works department personnel; transfer station operation; support for operation, maintenance, and repair; and support for road, bridge, and construction, maintenance and repair, to include winter storm operations.

**SUPERVISION RECEIVED**

Works under the general supervision of the Director of Public Works and the lead solid waste facility operator, who assigns areas of responsibility, outlines policy, reviews work in progress and/or completion, and provides instruction as necessary. Duties are performed in accordance with established and specified procedures.

**SUPERVISION EXERCISED**

None.

**EXAMPLES OF ESSENTIAL DUTIES**

(Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties associated with the position of Solid Waste Facility Operator.)

1. Operates loading and recycling equipment.
2. Monitors access to solid waste disposal facility.
3. Conducts visual inspection of loads as needed to prevent disposal of prohibited materials.
4. Explains operating policies and procedures to facility users to assure proper use.
5. Maintains the cleanliness and neatness of solid waste disposal facility.
6. Maintains effective working relationships with other employees and the public.
7. Assists resident in the appropriate placement of refuse and recyclables.
8. Assesses and collects fees, as required, by established schedules.

9. Maintains the recycling area and insures the proper disposal and classification of all recycled materials.
10. Familiar with and executes safe work procedures associated with assigned work. Maintains Transfer Station for safety and cleanliness purposes. Provides superior customer service and presents a friendly and professional attitude on behalf of the town.
11. Performs routine and preventative maintenance on facility equipment.
12. Performs other essential duties as required.

## **KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED**

Knowledge of the methods and practices generally employed in the operation of solid waste facilities. Familiarity with the State and Federal rules and regulations governing solid waste facility operations; experience with the use of and the ability to perform minor servicing and maintenance on light power equipment, such as mowers, chain saws, portable pumps and generators, etc.; ability to skillfully and safely operate motor vehicles, to include light duty pick-up trucks with manual transmission; ability to perform minor building maintenance work, to include the use of hand and power tools used in carpentry, masonry, painting, and plumbing; ability to read and interpret written instruction and technical manuals generally used in the execution of duties assigned, to read written and interpret instruction in the form of work orders, policies, rules, and regulations and the ability to write legibly and clearly in the completion of log sheets, forms, and other records; ability to read and interpret simple work area plans and sketches; experience in the proper methods and techniques in safe and effective traffic flagging operations; ability to establish and maintain effective working relationships with other employees; ability to understand and follow oral instructions; ability to effectively and professionally communicate with the general public.

## **LICENSURE AND CERTIFICATION REQUIREMENTS**

NH Motor Vehicle Operator's License Class "B" preferred and New Hampshire Solid Waste Facility Operator's License, Level II, to be obtained within two years of employment date.

## **MINIMUM QUALIFICATIONS REQUIRED**

High School diploma or equivalent, plus six (6) months experience in solid waste facility operations or in related solid waste industry operations, and/or experience with building maintenance, grounds work, road and site work construction, OR any combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

## **PHYSICAL EXERTION AND ENVIRONMENTAL CONDITIONS**

Must be able and willing to perform strenuous physical work under all climatic conditions such as extreme heat and cold, high winds, rain, and snow. Duties may require, whole wearing or using proper personal protective equipment: walking, standing, heavy lifting, twisting, bending, squatting, kneeling, and may require crawling and climbing; work in garages in dirty and greasy areas, in cramped positions, with exposure to fumes, noise and other hazards from operating engines and equipment; Typical work surfaces are: concrete, tile, carpet, plastic, sand, gravel, asphalt, and difficult terrain.

## Typical Physical Requirements

### Lift

Lift up to 10lbs	Frequently Required
11lbs to 25lbs	Frequently Required
26lbs to 50lbs	Frequently Required
Over 50lbs	Occasionally Required

### Carry

Carry up to 10lbs	Frequently Required
11lbs to 25lbs	Occasionally Required
26lbs to 50lbs	Rarely Required
Over 50lbs	Not Required

### Reach

Above Shoulder Height	Occasionally Required
Reach at Shoulder Height	Frequently Required
Reach below Shoulder Height	Frequently Required

### Other Physical Requirements

#### Hand Manipulation

Grasping, handling, torquing, Fingering	Frequently Required
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#### Other

Push & Pull	Occasionally Required
Twisting & bending	Rarely Required
Crawling	Rarely Required
Squatting	Rarely Required
Kneeling & Crouching	Rarely Required
Climbing	Not Required
Balancing	Not Required

### During an 8-hour Day, Employee is typically required to

<i>Consecutive Hours</i>		<i>Total Hours</i>	
Sit	2-3 hours	Sit	3 hours
Stand	2-3 hours	Stand	4 hours
Walk	1 hour	Walk	1 hour

### Cognitive and Sensory Requirements

Talking	Necessary for communication with others.
Hearing	Necessary for receiving instructions and Information
Sight	Necessary for performing job effectively
Tasting & Smelling	Tasting ~ Not required Smelling ~ Necessary to detect Chemical odors