

**TOWN OF SUNAPEE**  
**SEASONAL EMPLOYMENT POSITION**  
**LABORER – TRANSFER STATION**

The Town of Sunapee seeks a part-time seasonal attendant for its transfer station. This person will assist with processing recyclables and municipal solid waste products that are accepted at the Transfer Station. This position requires up to 24-hours per week on Thursday through Sunday, and the starting wage for this position is \$14.61. The job description is attached. Applicants must submit a completed job application to the Town of Sunapee Highway Department Attn: Scott Hazelton, Highway Director 621 Route 11 Sunapee, New Hampshire 03782. Applications will be accepted until position is filled.

## Town of Sunapee, NH

**POSITION: SEASONAL PART-TIME ATTENDANT**    **DEPARTMENT: Transfer Station**  
**FLSA STATUS: Non exempt**    **REPORTS TO: Foreman**  
**LABOR GRADE: Seasonal**    **DATE: February 2020**

### **GENERAL SUMMARY**

This position performs routine manual labor receiving, sorting and processing recyclables and solid waste materials at the transfer station.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following functions are considered essential to this position:

- Knows, understands and implements the solid waste disposal facility operating rules and procedures.
- Monitors the disposal of solid waste and recyclables at the transfer station facility.
- Assists residents and commercial users in the appropriate placement of solid waste and recyclables.
- Packages and/or bails cardboard, newspaper, plastics and other recyclables, and stores them in a safe and dedicated location.
- Maintains the cleanliness and neatness of solid waste disposal facility.
- Uses and assists with routine/preventative maintenance on compactor and/or baler.
- Is familiar with and executes safe work procedures associated with assigned work.
- Compacts materials as required by the facility operating plan, and NHDES regulations.
- Performs all other related work as required for the operations of the transfer station.

### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

**SUPERVISORY CONTROLS** The Transfer Station Foreman assigns work in terms of specific daily work task instructions. The employee keeps the foreman informed of progress and/or completion of each work task. Completed work tasks are reviewed only from an overall standpoint in terms of meeting requirements or expected results.

**GUIDELINES** Town and Department policies and procedures, and relevant state permits and federal laws.

**COMPLEXITY** The work includes manual labor duties for processing, bailing and/or compacting recyclables, or for processing, handling and disposing of solid waste materials.

**SCOPE AND EFFECT** The work includes processing recyclables and solid waste materials as they are received at the transfer station. The overall scope includes receiving recyclable and solid waste materials, sorting them into their respective locations at the transfer station, processing them for recycling and/or disposal, and storing the recyclable and/or solid waste materials for transfer to other facilities

**PERSONAL CONTACTS** Contacts are typically with Town resident, co-workers, elected officials, other Town employees and the general public. The contacts are typically sporadic in nature, are in a semi-structured setting (e.g., the contacts are generally at the employee's workplace).

**PURPOSE OF CONTACTS** The purpose of the majority of contacts is to determine how and where recyclable and solid waste materials are to be disposed of.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY** Not applicable to this position.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

- High school diploma or GED.
- Possession of, or ability to readily obtain, a valid driver's license.

### **Knowledge, Skills and Abilities**

- Skill in organizing and prioritizing work tasks.
- Ability to handle and sort recyclables by number and/or type of material.
- Ability to handle and dispose of solid waste material.
- Skill in dealing and communicating with the public.
- Ability to exercise sound and mature judgment.
- Ability to demonstrate good teamwork and customer-service skills and attitude.

### **LICENSING AND CERTIFICATION** None.

### **TOOLS AND EQUIPMENT USED** Compactor, bailer, forklift, various hand tools.

**PHYSICAL DEMANDS** 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 the essential functions.

While performing the duties of this job, the employee is frequently required to stand on concrete, paved or gravel surfaces for long periods of time; walk; use hands to finger, handle, grasp or feel; reach with hands and arms, speak, see and hear. Employee will often lift/move up to 25 pounds and must occasionally lift/move up to 50 pounds with assistance.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in a transfer station setting; however, the position includes walking outside on paved and gravel surfaces. Work on the weekends is necessary.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**