

PLEASE POST

TOWN OF LONDONDERRY

March 17, 2023

**Engineering & Environmental Services Department
Assistant Solid Waste Attendant**

PAY RATE: \$17.00/hour

Work Hours: 9-14 Hours/week:

9 hours on Saturdays (7:00 AM – 4:00 PM) generally from April through November, and 5 hours on Wednesdays (2:30 PM – 7:30 PM) generally from April - November.

JOB SUMMARY: Provide assistance and instruction to residents during the seasonal operation of the Center. See attached job description for details.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: CERTIFICATION/LICENSE REQUIREMENTS: Solid Waste Operator Certification, or ability to obtain within six (6) months of appointment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER REQUIREMENTS: Knowledge of construction material and solid waste/recycling disposal procedures. Must be reliable, responsible and customer-oriented.

APPLICATION PROCESS:

Internal candidates – Please send email confirming your interest in applying for this position to: hrdept@londonderrynh.org.

External candidates – Please submit cover letter, resume and completed employment application (found on the Town website - [Employment Application](#)) via email to: hrdept@londonderrynh.org or via hand delivery or mail to: Town of Londonderry Human Resources Department, 268B Mammoth Road, Londonderry, NH 03053.

Application Deadline: March 30, 2023 @ 5:00 PM

PLEASE POST

DEPARTMENT: Engineering & Environmental Services

JOB TITLE: Solid Waste (Drop-Off Center) Attendant

SALARY: \$17.00/hour, no benefits

WORK SCHEDULE: Seasonal part-time position consisting of approximately 9 to 14 hour per week with 9 hours on Saturdays (7:00 AM – 4:00 PM) generally from April through November, and 5 hours on Wednesdays (2:30 PM – 7:30 PM) generally from May through mid-September.

JOB SUMMARY: Provide assistance and instruction to residents during the seasonal operation of the Center.

ACCOUNTABILITY: Reports directly to the Environmental Engineer, and is accountable to the Director of Engineering and Environmental Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following is illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.)

Verifies that user/resident is a Londonderry resident or has authorization to bring items to the Center.

Determines the cost of the disposal based on the fee schedule, and collects checks and/or credit card payments from the users/residents for the amount owed.

Maintains a record of each monetary transaction using tablet based digital invoice system.

Assists and directs users/residents by answering questions and directing to the correct disposal locations and containers.

Monitors users/residents to prevent the disposal of unacceptable debris, material, and waste.

Responsible for delivery of tablets, checks, and turnover forms to the Town Hall office.

Reports problems to the Environmental Engineer.

Maintains confidentiality regarding Town and office records; contributes to team effort by establishing and maintaining harmonious and effective working relationships with managers, co-workers, other Town employees, elected officials, consultants, contractors, and the general public.

Contributes to team effort by accomplishing related results as needed and performs other duties as assigned by Environmental Engineer and/or Engineering and Environmental Services.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: No requirements.

CERTIFICATION/LICENSE REQUIREMENTS: Solid Waste Operator Certification, or ability to obtain within six (6) months of appointment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER REQUIREMENTS: Knowledge of construction material and solid waste/recycling disposal procedures. Must be reliable, responsible and customer-oriented.

WORK ENVIRONMENT: Essential functions and duties of this position require outside and inside work environment. Typical inside work environment conditions consist of the construction office-style trailer, metal and wood flooring. Typical outside work environment conditions consist of extreme

temperatures, snow & ice, rain, dirt/dust, construction noise, vibrations, vehicular traffic, rough or wet slippery terrain, insects, poor ventilation, fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to cleaning fluids, dirt, dust, automobile fuel and lubricants, communicable diseases transmitted by humans and animals, fumes and hazardous materials that can affect respiratory system, eyes or skin. May be exposed to herbicides, pesticides, fuel, paints, solvents, hydraulic fluids, and fertilizers. 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.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs:	Frequently Required
LIFT 11 to 25 lbs:	Frequently Required
LIFT 26 to 50 lbs:	Rarely Required
LIFT over 50 lbs:	Rarely Required
CARRY up to 10 lbs:	Frequently Required
CARRY 11 to 25 lbs:	Frequently Required
CARRY 26 to 50 lbs:	Rarely Required
CARRY over 50 lbs:	Not Required
REACH above shoulder height:	Frequently Required
REACH at shoulder height:	Frequently Required
REACH below shoulder height:	Frequently Required
PUSH/PULL:	Occasionally Required

HAND MANIPULATION

Grasping:	Frequently Required
Handling:	Frequently Required
Torqueing:	Rarely Required
Fingering:	Frequently Required

COGNITIVE AND SENSORY REQUIREMENTS

Speaking:	Required to communicate orally with others
Hearing:	Required for receiving instructions, information
Sight:	Required to perform essential job duties
Tasting:	Not required
Smelling:	Required to detect toxic fumes and gases

OTHER PHYSICAL CONSIDERATIONS

Twisting:	Frequently Required
Bending:	Frequently Required
Crawling:	Occasionally Required
Squatting:	Occasionally Required
Kneeling:	Occasionally Required
Crouching:	Rarely Required
Climbing:	Frequently Required
Balancing:	Frequently Required

WORK SURFACE(S)

Counter tops and desks	
Flooring (various types)	√
Uneven surfaces	√
Sloped Surfaces	√
Snow or icy surfaces	
Grass/Pavement	√
Vehicle Interiors	

**DURING AN 9 HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

Equipment: Telephone, stapler, pen/pencil, hand shovel, and broom.

Environment: Inside 25% Outside 75% (Percentage spent daily)