

JOB OPENING

Bartlett/Jackson Transfer Station Attendant

The Town of Bartlett seeks a full-time or part time employee to work at the Bartlett/Jackson Transfer Station. This position involves receiving and separating trash and recyclables, assisting public with recycling, enforcing regulations, operating roll-off truck, forklift, and backhoe, maintaining buildings and grounds, controlling and monitoring burn area. Individual should be self-motivated, work well with staff, vendors, and the public and pass a background check. Salary commensurate with experience. Full time benefit package. EOE

TRANSFER STATION FULL TIME OR PART TIME

JOB SUMMARY

Performs routine work of an unskilled or skilled nature at the solid waste transfer site, requiring the ability to do heavy physical labor efficiently with the ability to do basic math. Attendant must have the ability to work unsupervised and recognize tasks that need to be completed. Attendant is required to work all hours that the facility is open including weekends and holidays except Christmas. Most duties are performed outside in all types of weather.

MINIMUM QUALIFICATIONS REQUIRED

High School diploma or equivalent. Possession of a valid NH motor vehicle license.

SUPERVISION REQUIRED

Works under the direct supervision of the transfer station manager. After initial training most work is performed without direct supervision.

EXAMPLES OF DUTIES

(Any one position may not include all of the duties listed, nor do the listed examples include all duties that may be performed)

1. Operates loading and recycling equipment such as hand and power tools, some light and heavy equipment such as skid steer loader, backhoe, roll off truck.
2. Working environment 90% outside/10% inside.
3. Knows and understands and carries out all of the transfer station operating rules and procedures.
4. Monitors users of the transfer station facility (e.g. check for stickers, etc.)
5. Conducts complete visual inspection of all loads to prevent disposal of prohibited material and collect all required fees.
6. Explain operating policies and procedures to facility customers to assure proper use.
7. Maintain a clean and neat facility and surrounding grounds.
8. Assist customers in the appropriate placement of refuse and recyclables and maintain proper records.
9. Sort and remove containments from all recycled materials (may require climbing into containers).
10. Monitor the burn pits to insure compliance with all fire and air quality codes.
11. Work in a safe manner and follow all safety requirements when working in, near and around all equipment.
12. Perform other related duties as required.

SUMMARY OF OCCUPATION EXPOSURES

May be exposed to herbicides, pesticides, fuels, solvents, household garbage, etc.

May be exposed to high noise levels from various sources.

To minimize health and safety risk, attendant shall be required when necessary to use the following, including but not limited to, gloves, hardhat, safety goggles, steel toe boots, noise protection and facemask.

PHYSICAL ACTIVITY REQUIREMENT

Lift up to 10 lbs.: frequently required

Lift 11-25 lbs: frequently required

Lift 26-50 lbs.: frequently required

Lift over 50 lbs.: occasionally required

Carry (same as lifting)

The job can be very physically demanding, activities may include but are not limited to reaching, climbing, crawling, etc. Attendant must be able to move about the facility freely.

**TOWN OF BARTLETT
SELECTMEN'S OFFICE
56 TOWN HALL ROAD
INTERVALE, NH 03845
(603) 356-2950**

APPLICATION FOR EMPLOYMENT

DEPARTMENT: TRANSFER STATION POSITION: TRANSFER STATION ATTENDANT

NAME: _____

MAILING
ADDRESS: _____ TOWN _____ STATE _____ ZIP _____

RESIDENCE
ADDRESS: _____ TOWN _____ STATE _____

TELEPHONE NO. _____ DRIVER'S LICENSE NO. _____

EMAIL ADDRESS: _____

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CURRENT EMPLOYER: _____ POSITION: _____

PREVIOUS JOB HISTORY (LAST 5 YEARS):

DATES OF EMPLOYMENT	EMPLOYER	POSITION	REASON FOR LEAVING
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(continue on to the back of this page)

PLEASE LIST ANY EXPERIENCE OR TRAINING THAT YOU FEEL WE SHOULD KNOW ABOUT THAT MAY BE USEFUL IN THIS POSITION:

PLEASE LIST THREE REFERENCES:

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>PHONE NO.</u>
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I hereby certify that to the best of my knowledge, all of my statements are true, correct, complete, and made in good faith. I understand that I may have to pass a physical exam. I understand I may have to have a criminal background check performed. I understand that any information I give may be investigated as allowed by law.

Date: _____ Applicant: _____

******* PLEASE ATTACH RESUME TO THIS APPLICATION *******