

TOWN OF WILTON
RECYCLING CENTER FACILITY ATTENDANT JOB DESCRIPTION

Job Summary

Works mainly at the Recycling Transfer Station, in a responsible and courteous manner with the public.

Supervision Received

Works under the supervision of the Recycling Center Supervisor.

Essential Duties

- Must be able to perform various standard tasks using a wide variety of manual and powered equipment.
- Must be able to identify and resolve issues and concerns in a timely manner
- Must be able to perform duties in accordance with all federal, state and local laws, rules and regulations and within mandated and appropriate safety standards
- Must be able to perform all aspects of recycling services using various equipment and techniques.
- Worksites and garages must be kept in a clean orderly manner and safely secured at the completion of the work shift.
- Must keep the Supervisor accurately informed concerning work progress, including present and potential work problems.
- Must attend meetings, workshops and training sessions and review publications to become and remain current on principles and practices and new developments in assigned work areas.
- Within 30 days of employment, must complete the Solid Waste Facility Operator Training and Certification program
- Must be able to perform special tasks as assigned by the Supervisor, or Administrative Assistant
- Must be able to perform routine maintenance on all Town owned buildings and properties.
- Must report all accidents, to self and/or property, and safety concerns to Supervisor and Administrative Assistant
- All employees must represent Wilton in a professional manner.
- Must be in physical condition to perform his/her duties
- Employee shall perform related, similar, or other logical duties as assigned and may be required to perform duties beyond those contained in this job description.

To Apply, please see Janice Pack, Administrative Assistant adminassist@wiltonnh.org or call 654-3299 for more information.