



Town of Milton Job Description
Solid Waste Department
“Solid Waste Attendant”

Date: March 20, 2015

General Position Description: This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to. Performs routine work of an unskilled or semi-skilled nature at solid waste transfer site, requiring the ability to do heavy labor efficiently.

Accountability: Reports to Solid Waste Supervisor or Public Works Director

Equipment Used: Hand and Power tools; light construction vehicles

Environment: Inside: 10% Outside: 90%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

- Knows, understands and implements the recycling/solid waste disposal facility operating rules and procedures.
- Operate loading and recycling equipment.
- Monitors access to solid waste disposal facility.
- Conducts visual inspections of loads as needed to prevent disposal of prohibited materials.
- Explains operating policies and procedures to facility users to assure proper use.
- Maintains the cleanliness and neatness of solid waste disposal facility.
- Assists resident in the appropriate placement of refuse and recyclables.
- Assesses and collects fees, as required, by established schedules.
- Maintains the recycling area and insures the proper disposal and classification of all materials.
- Sorts and packages cardboard, newspaper, aluminum and other recyclables and stores them in a safe and healthful manner.
- Performs routine and preventive maintenance of facility equipment.
- Familiar with and executes safe work procedures associated with assigned work.
- Maintain effective working relationships with other employees and the public.
- Perform other duties as specified.

Support: N/A

Financial Data: N/A

Computer Operation: N/A

Other Considerations and Requirements: Ability to read basic technical and maintenance manuals. Ability to make entries in and maintain logs, complete basic reports, and familiarity with MSDS paperwork. Ability to perform manual labor in environments characterized by heat or cold, dust, noise, rain, and snow that may produce slippery conditions at the work site. Reliable attendance and performance in all climatic and environmental conditions.

Cognitive and Sensory Requirements:

- Vision: Necessary for visual operation in all aspects of the position such as equipment use, observance of vehicle traffic, paperwork, observing safety of co-workers, public, etc.
- Hearing: Necessary for receiving instructions and for safety while working.
- Speaking: Necessary for communicating with employees, residents, and the general public.
- Taste and Smell: Necessary for detecting fumes and gases.
- Dexterity: Necessary for operating all equipment and tools associated with mechanical needs.
- Mobility: Needed to walk around work sites, the department, and other municipal locations as well as other outside locations.

Physical Requirements:

Lift up to 10 pounds: constantly required.
Lift 11 to 25 pounds: frequently required.
Lift 26 to 50 pounds: frequently required.
Lift over 50 pounds: occasionally required. Assistance may be available.
Carry up to 10 pounds: frequently required.
Carry 11 to 25 pounds: frequently required.
Carry 26 to 50 pounds: occasionally required.
Carry over 50 pounds: occasionally required. Assistance may be available.
Balancing: occasionally required.
Push/pull: frequently required
Reach above shoulder height: occasionally required.
Reach at shoulder height: frequently required.
Reach below shoulder height: frequently required.
Sit: one total hour per day.
Stand: six plus hours per day.
Walk: four plus hours per day.
Twisting: occasionally required.
Bending: frequently required.
Crawling: rarely required.
Squatting: rarely required.
Kneeling: rarely required.
Crouching: rarely required.
Climbing: occasionally required.
Driving: rarely required.

Fine motor skills (hands, wrists, fingers, feet, toes, etc):

Grasping: constantly required.
Handling: constantly required.
Torqueing: occasionally required.
Fingering: frequently required.
Foot/feet: N/A
Toes: N/A
Controls and equipment: Hand and power tools, equipment, motor vehicles, and telephone.

Work Surfaces: Rough, wet, slippery terrain; concrete floor; dirt surfaces; vehicle and equipment cabs.

Summary of Occupational Exposures: May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers. May be exposed to long periods of sunlight and unfavorable climatic conditions. May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc. May be exposed to high noise levels from heavy compaction and equipment.

Other Training, Skills and Experience Requirements: Completion of the tenth grade. HS diploma preferred. Some experience in heavy manual labor. Ability to follow written and oral instructions. Ability and experience operating and maintaining hand and power tools, safety equipment and light loading equipment, or any combination of education and experience, which demonstrates possession of the required knowledge, skill and ability.

License/Certification Requirements:

- High school diploma or GED
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.
- Possess or obtain within one year a Solid Waste Operators License

Schedule: Friday, Saturday and Sunday 7am – 3:00pm & Monday 9am-3pm. Possible overtime if and when needed or required.