



POSITION:	Attendant/Driver	DATE:	April 30, 2024
DEPARTMENT:	Public Works, Transfer & Recycling Station	FLSA STATUS:	Non-Exempt
SUPERVISORS:	Operation Manager, Transfer & Recycling Station	UNION:	Yes
JOB TITLES SUPERVISED:	None	PAY GRADE:	Paygrade corresponds to the Union wage table.

***Transfer & Recycling Station
Attendant/Driver***

General Statement of Duties:

This is a skilled labor job with work in the operation of various equipment at the municipal transfer station, including the operation of light, moderately heavy, and heavy trucks as well as other motorized equipment.

Distinguishing Features of This Class:

Employees of this class are responsible for the operation of light, moderately heavy trucks and heavy trucks. Duties include the performance of manual labor tasks in connection with the operation of trucks. The employee is able to handle and operate all truck attachments and to carry out assignments with relative ease. Employees participate in loading and unloading work. The employee is responsible for operation of skid steers, forklifts and other small-motorized equipment at the Transfer Station/Recycling Facility. Employee may operate larger pieces of equipment as required. Work involves assisting citizens in the proper disposal of waste materials as well as all manual labor tasks at the Transfer Station/Recycling Facility.

Examples of Work: *(illustrative only and not all-inclusive)*

- Assists citizens to properly dispose of waste materials.
- Assists in the general cleaning, maintenance, and operation of the Transfer Station/Recycling Facility.
- Operates light, moderately heavy trucks and over-the-road heavy trucks and trailers in the performance of Transfer Station/Recycling Facility duties.
- Operates skid steers, forklifts, and other equipment as needed.
- Operates heavy equipment as directed.
- Performs general routine daily maintenance on trucks, trailers, and light equipment.
- Performs related work as required.



Desired Knowledge, Skills, and Abilities:

- Ability to work well with others and to maintain an effective working relationship with superiors, co-workers, Town officials, and the general public.
- Ability to operate trucks and light and heavy equipment safely and as directed for the Transfer Station/Recycling Department operations.
- Working knowledge of all aspects of the Recycling & Solid Waste Department including operations at the Facility.
- Working knowledge of the hazards and applicable safety precautions of the work.
- Ability to make judgments as to the proper disposal of various refuse materials.
- Required to plow an assigned route. Municipal plowing and heavy equipment operation experience required.
- Ability to work without close supervision, producing satisfactory output.
- Ability and knowledge of the operating and general maintenance of trucks and equipment utilized by the Transfer Station/Recycling Dept.
- Must be willing to attend special training classes and attend as required.
- Must be willing to work overtime when needed.

Licenses, Certificates, and Special Requirements:

The candidate must have a valid Class A CDL.

Must be and remain insurable.

Must have a high school diploma or its equivalent.

Physical and Mental 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 class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit; talk and hear, both in person and by telephone; use hands to finger, handle, feel, or operate standard office equipment; and reach with hands and arms. Lift up to 50 lbs and perform various event-related set up and clean-up tasks. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.



Town of Lisbon

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Job Description
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***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.**

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Town of Lisbon has a similar right.

Submitted
by:

Employee Printed Name/Title

Employee Signature

Date

Supervisor Printed Name/Title

Supervisor Signature

Date