Town of Hooksett Job Description  
Public Works  
Recycling and Transfer Division  
Part Time Laborer

Date: March 2017

General Position Description: Perform routine work of unskilled or semi-skilled tasks, requiring common sense and good judgement working with the residents of Hooksett. The job requires the ability to do some physical labor efficiently. 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.

Accountability: Reports to the Crew Chief and/or DPW Director. In the absence of both, reports to the Asst. Crew Chief.

Equipment Used: Hand tools, light construction equipment, computer

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

- Use skid steer loader to dump recycling containers
- Clean and sweep recycling building
- Direct residents to appropriate locations at the facility
- Issue residential vehicle permits
- Occasionally sort recycled materials to appropriate containers
- Clear snow from walkways
- Perform other duties and work as required, deemed necessary and appropriate

Support: Supports all on-duty staff in the day-to-day operations of the facility

Other Considerations and Requirements:

- Work assignment of a repetitive nature once learned can be executed under general supervision
- Work may be frequently checked by the Director and/or Crew Chief to insure accuracy and completeness of assignments
- Work often involves heavy physical exertion in extremes of heat, cold, and wet weather
- Be familiar with and execute safe work procedures associated with assigned work
Recycling and Transfer Division – Part Time Laborer

Cognitive and Sensory Requirements:

**Vision:** Necessary for visual operation in all aspects of the position such as reading instructions, documents, computer/scale equipment, observance of vehicle traffic, observing safety of co-workers and the public

**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 equipment, handwriting, and computer keyboard operations, etc.

**Mobility:** Needed to walk around all inside and outside areas of the department and property

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

**Hand Manipulation:**
- **Grasping:** constantly required
- **Handling:** constantly required
- **Torquing:** occasionally required
- **Controls and equipment:** hand tools, power tools and equipment, motor vehicles, telephone
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.

Other Training, Skills and Experience Requirements:
Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities

License/Certification Requirements:
- High school diploma or GED
- Valid NH driver’s license
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities

Schedule: Saturday’s, 8:00am – 1:00pm as scheduled (every other Saturday). Additional hours occasionally required