Town of Hooksett Job Description
Recycling & Transfer Department
"Heavy Equipment Operator/Truck Driver"

Date: December 2009

General Position Description: This position is responsible for the day-to-day operation of heavy equipment in and around the facility as well as the transfer of all solid waste and recyclables to the respective deposit/drop-off sites. This position performs these duties as part of the daily operation of the department and divisions thereof. 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 Superintendent.

Equipment Used: Tractor-trailer, excavator, front-end loader, bobcat, backhoe, trash truck/packer, baler, lifts, hand tools, etc.

Environment: Inside: 20% Outside: 80%

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 is not intended to be all-inclusive.

- Perform all assignments.
- Load and handle trash and recyclables.
- Drive tractor-trailer loads of trash and recyclables to designated disposal sites.
- Drive trash trucks and other trash collection duties.
- Direct residents to the appropriate drop-off areas.
- Collect fees when applicable.
- Conduct facility maintenance including pickup, cleaning, mowing, plowing, and painting.
- Occasionally service and perform minor repairs on equipment.
- Plow for the Highway Department in an emergency.
- Perform other duties and work as required, deemed necessary, and appropriate.

Customer Service: Assist residents by issuing permits, collecting fees and directing them to the appropriate drop-off locations.

Computer Operation: Operate scale program.

Support: Supports the Superintendent and Crew Chief in the day-to-day operation of the facility.

Financial Data: Collect revenues and fees from residents.

Other Considerations and Requirements: This position requires a high level of judgment to evaluate and act on phone calls, radio calls, facility visits by the public, vehicle problems and equipment problems. Initiate emergency response for a hazardous waste spill, medical assistance, or any other type of emergency at the facility.

Cognitive and Sensory Requirements:
Vision: Corrected if needed to 20-30. Necessary to read various instructions and paperwork; to see various aspects of work for effective performance of job as well as observing safety of co-workers and for safe operation of equipment.

Hearing: Necessary for listening to instructions and verbal communications with employees, residents, and the general public through various means such as telephone, radio, in person, etc. Necessary for listening for abnormalities in equipment engines.
Speaking: Necessary for communicating with employees, residents, and the general public.
Tasting and smelling: Required to detect odors, fumes and gases.
Dexterity: Necessary for operating all equipment, vehicles, tools, and operations of the department.
Mobility: Needed to walk around the entire property in order to conduct work, and other areas as needed.

**Physical Requirements:**
Lift up to 10 pounds: frequently 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: frequently required.
Carry over 50 pounds: occasionally required. Assistance may be available.
Push/pull: occasionally required.
Reach above shoulder height: occasionally required.
Reach at shoulder height: frequently required.
Reach below shoulder height: occasionally required.
Sit: four consecutive hours, eight total hours.
Stand: four consecutive hours, eight total hours.
Walk: four consecutive hours, eight total hours.
Twisting: frequently required.
Bending: frequently required.
Crawling: rarely required.
Squatting: rarely required.
Crouching: occasionally required.
Climbing: frequently required.
Balancing: rarely required.

**Hand Manipulation:**
Grasping: frequently required.
Handling: frequently required.
Torquing: frequently required.
Controls and equipment: Heavy equipment, trucks, hand tools, power tools, light utility vehicles, telephone, two-way radio, and computer.

**Work Surfaces:** Ability to work on all work surfaces such as equipment, and vehicle cabs and steps; rough, wet slippery surfaces; dirt, asphalt, and concrete surfaces; streets and job sites.
Office area includes workstation with desk, computers and cupboards. Table, filing cabinets, closet with shelves, bookshelf and bulletin boards. All surfaces are at various heights.

**Summary of Occupational Exposures:**
- May be exposed to solid waste components, 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 insects, wasps, hornets, bees, etc.

**Other Training, Skills and Experience Requirements:**
- Effective communication skills.
- 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.
• NH CLD-A drivers license.
• Possess or obtain within six months (or the next available class), a Solid Waste Operator Certification.
• Possess or obtain within one year, a NH Weighmaster license.

**Schedule:** Monday through Friday, 7:00am – 3:30pm. Saturday’s, 8:00am – 1:00am as scheduled. Emergency call-outs and overtime if and when needed or required.