Town of Hooksett Job Description
Recycling & Transfer Department
"Truck Driver/Laborer"

Date: July 2014

General Position Description: Work involves all duties of curbside collection, snow plowing and ice removal, operating equipment used at the Recycling & Transfer Department, and general labor. 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: Automated collection truck, manual trash/collection truck, dump truck, sander, motor vehicles, front-end loader, skid steer loader, baler, mower, trimmer, etc.

Environment: Inside: 10%   Outside: 90%

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

- Drive and operate rubbish collection vehicles.
- Operate snowplows when needed.
- Operate heavy equipment used at the facility.
- Perform plowing and sanding when needed.
- Occasionally service and perform minor repairs on equipment.
- Loading and unloading materials and equipment transported by truck.
- Perform the duties of laborer as assigned.
- Familiar with and execute safe work procedures associated with assigned work.
- Knowledge of the maintenance requirements, work hazards, safety practices and traffic laws relating to equipment operation and rubbish collection.
- Will occasionally assist with directing resident and issuing user fees.
- Perform other duties and work as required, deemed necessary, and appropriate.

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

Financial Data: Collect revenues and fees from residents.

Computer Operation: Operate scale program.

Other Considerations and Requirements: Ability to perform strenuous physical work under varying and adverse weather 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, listening to residents, listening to the operation of equipment for safety purposes of employees and the public, and necessary for listening to abnormalities in equipment engines.

Speaking: Necessary for communicating with employees, residents, and the general public in person, by telephone, radio and any other means.

Dexterity: Necessary for operating equipment, handwriting, computer keyboard operations, etc.
Mobility: Needed to walk around the entire facility, other locations, the operation of heavy and light equipment, etc.
Tasting and smelling: Frequently required to detect odors, fumes, gases, etc.

**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 51 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, a total of eight hours.
Stand: four consecutive hours, a total of eight hours.
Walk: four consecutive hours, a total of eight hours.
Twisting: frequently required.
Bending: frequently required.
Crawling: rarely required.
Squatting: rarely required.
Kneeling: occasionally required.
Crouching: occasionally required.
Climbing: frequently required.
Balancing: rarely required.

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

**Work Surfaces:** Equipment; vehicle cabs and steps; rough, wet, slippery surfaces; dirt, asphalt and concrete surfaces; streets; 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, fertilizers, etc.
- May be exposed to long periods of sunlight, unfavorable climatic conditions.
- May be exposed to insects, wasps, hornets, bees, etc.

**Other Training, Skills and Experience Requirements:**
- One year experience in the operation and maintenance of trucks and equipment.
- 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.
Recycling & Transfer Department – Truck Driver/Laborer

- Valid NH CDL with endorsements for equipment used by Town. Minimum CDL-B. Air brake restriction not allowed.
- Possess or obtain within one year or a reasonable time frame, a Solid Waste Operator Certification/Weighmaster License. If unable to obtain within one year, a reasonable timeframe to be determined by the Superintendent.

Schedule: Monday through Friday, 7:00am – 3:30pm. Saturday's 8:00am – 1:00pm as scheduled. Overtime and call-outs as needed.