
TOWN OF MEDWAY

JOB POSTING

RECYCLING CENTER OPERATOR

Immediate opening for this less than twenty hour position in the Environmental Services Division of the Department of Public Services.

Some Duties: Perform duties at the town of Medway Recycling Center associated with the handling, placement, storage, and management of recycling items. Position requires professional customer service interaction, ability to work in extreme weather conditions, and demonstrate sound community and environmental stewardship. Schedule varies weekday and weekend shifts. A full job description is available on line at:

www.townofmedway.org

Education and Experience: High School diploma or GED, three (3) years of experience working in and around customer relation activities. Ability to physically perform moderate lifting and maneuvering as associated with assisting customers with their recyclable items and containers. Ability to work outdoors during times of inclement weather. Massachusetts Class D Driver's License required; Massachusetts CDL Class B License; and Massachusetts Hoisting Engineers License will receive additional consideration.

Date of Posting: June 21, 2016

Salary: \$16.22 - \$21.37 Grade 4

Closing Date: July 5, 2016

Please send cover letter and resume to: sellis@townofmedway.org or Human Resource Director, Town Hall, 155 Village Street, Medway MA 02053

To be posted at: Town Hall, Fire Station I and II, Library, Highway, Police Station

TOWN OF MEDWAY

Department of Public Services

POSITION DESCRIPTION

TITLE: **Recycling Center Operator**

DATE: January 2012

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This is a part-time (<20 hour) position in the Environmental Services Division of the Department Of Public Services.

Perform duties at the Town of Medway Recycling Center associated with the handling, placement, storage and management of recyclable items.

Position requires professional customer service interaction, ability to work in extreme weather conditions and demonstrate sound community and environmental stewardship.

May be assigned to perform semi skilled tasks involving, but not limited to; operation of trucks, tractors, mowers and other equipment of varying complexity to perform maintenance at Department facilities. related maintenance and experience working with, installing and fabrication of system structures.

Operates equipment and performs labor functions associated with DPS programs.

Schedule includes weekday and weekend shifts.

Drives and Operates assigned motor equipment in accordance with all applicable regulations and safety practices; Performs skilled labor and related work incidental to assigned tasks.

Be responsible to make sure that all safety practices and measures, including but not limited to, work zone safety and that personal protective clothing is worn.

Makes frequent routine contacts with the general public and periodic contacts with other Town Departments in the provision of customer service and to cooperate on Public Services activities.

Periodic strenuous physical effort required to perform operation, maintenance and repair activities. Work is performed in all weather conditions with some exposure to hazards associated with public works sites and traffic.

Operates motor equipment in a professional, proficient and competent manner with care taken to perform the work safely and with efficiency.

SUPERVISION RECEIVED:

Works under the general direction of the Environmental Services Operations Manager; Environmental Services Supervisor; or designee. Shall take direction from supervisory staff at various work zone locations and assignments.

DPS | Recycling Center Operator

SUPERVISION EXERCISED:

May on occasion, be responsible for the conduct of subordinates as may be asked. Requires ability to work independently and as a lead employee when subordinate staff are employed.

DUTIES AND RESPONSIBILITIES:

Performs vehicle condition inspections and reports as required by law or by Department policy.

Prepares trip logs, equipment inspection records, and other related records as directed.

Maintains work area(s) in clean and orderly manner.

Performs general labor duties incidental to assigned duties. May be assigned as a laborer when not assigned to operator activities; performs related work as assigned.

Maintains awareness of safety problems, vandalism, or other actions needed to assure that facilities are maintained in a safe condition at all times. Corrects problems and/or reports them to a supervisor for action or direction.

Any other related duties that may be required

May perform required Department of Public Services tasks such as snow plowing, snow removal, standby and emergency duties, and other essential functions as may be required. Shall respond to any departmental or broader municipality declared emergency which requires interdepartmental or intercommunity support and coordination such as, but not limited to, events associated with public safety, public health, storm or disaster response.

May be asked to participate in the operation of the Department as may be required in both scheduled and unscheduled overtime assignments.

QUALIFICATIONS AND ENTRANCE REQUIREMENTS

THE ABILITY TO:

Comply with all Town and Department policies and procedures.
Demonstrate ability to exercise sound judgment consistently.

ENTRANCE REQUIREMENTS:

High School graduate; (3) three years experience working in and around customer relation activities. Ability to physically perform moderate lifting and maneuvering as associated with position requirements.

Ability to work outdoors during times of inclement weather.

Massachusetts Class D Drivers License required; Massachusetts CDL Class B License and Massachusetts Hoisting Engineers License will receive additional consideration

Good physical condition as evidenced by a physical examination at the Town's Occupational Health Clinic.