



## TOWN OF BREWSTER, MA JOB DESCRIPTION

<b>Title:</b> Laborer - Recycling Center	<b>Classification:</b> Union, SEIU
<b>Department:</b> DPW	<b>Grade:</b> 2
<b>Reports to:</b> DPW Foreman	<b>FLSA Status:</b> Non-Exempt
<b>Effective Date:</b> 06-21-22	

### Summary

Position performs semi-skilled manual work in the operations and maintenance of the Recycling Center and the Public Works Department; performs all other related work as required.

### Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Monitors incoming waste and recycling items, assesses items for proper disposal and directs customers to the appropriate locations within the facility.

Charges fees associated with disposals, assists Gatekeeper with screening of loads and collection of fees.

Operates compactors in the transfer station, loads refuse and recyclables into compactors and refuse and recyclable compactors onto trailers, sorts recycling, and loads materials into appropriate containers.

Properly processes, packages, and sorts recycling according to regulations and established procedures.

Responds to inquires from the public regarding Recycling Center policies and procedures.

May assist with the opening and closing of the Recycling Center and may provide for the proper control of collected fees.

Serves as back up for Gatekeeper during absences.

Operates light machinery and performs routine maintenance of same.

Responsible for snow shoveling, salting walkways and participates in snow plowing and sanding operations.

Performs minor record keeping tasks.

Normal preventative maintenance to tools.

General and specialized laborer tasks within the assigned division.

Follows safety procedures; OSHA standards.



## TOWN OF BREWSTER, MA JOB DESCRIPTION

Performs minor landscaping and upkeep of town facilities.

May assist with Tree trimming, catch basin cleaning, cold patching and general maintenance of roadways.

Use of all hand tools including but not limited to asphalt lutes, electric drills and hammers, jackhammers, brush cutters, chainsaws, shovels, rakes, ladders and lawnmowers etc.

Performs other similar or related duties, as required or as situation dictates.

### **Supervision**

*Supervision Scope:* The work consists of routine or repetitive tasks and/or operations with few variations in well-known or established procedures.

*Supervision Received:* Works under the direction of the Foreman or Transfer Station Operator and in accordance with all applicable town policies and procedures. Employee refers unusual policy concerns to supervisor.

*Supervision Given:* None.

### **Recommended Minimum Qualifications**

#### Education, Training and Experience

High school education or equivalent. Experience in municipal solid waste or Recycling Center operations and/or operating power saws and power tools preferred; or any equivalent combination of education, training and experience.

#### *Special Requirements:*

Valid Driver's License is required.

OSHA Training

Chain Saw Safety Certified

*Knowledge:* Knowledge of basic equipment usage, knowledge of basic maintenance and repairs, basic knowledge of the Public Works Department, basic knowledge of the surrounding environment. Knowledge of State DEP regulations pertaining to solid waste recycling and disposal practices and techniques.

*Ability:* Ability to perform heavy manual labor under varying conditions, ability to use heavy equipment effectively, ability to take direction, ability to collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with other employees, ability to recognize potentially dangerous situations.

*Skills:* Excellent general maintenance skills, skill in using various types of equipment and equipment maintenance, customer service and time-management skills, excellent verbal communication skills, ability to demonstrate creative problem solving. Skill in the use of the above-mentioned equipment.

### **Job Environment**

- Work is performed under varying field conditions, requires frequent strenuous physical activity, with exposure to various weather conditions, and the hazards associated with work site.
- Regularly operates motor vehicles, and other equipment of moderate complexity for Recycling Center operations and public works projects.

Town of Brewster, MA

Laborer – Recycling Center – DPW



## *TOWN OF BREWSTER, MA JOB DESCRIPTION*

- Makes frequent contact with the general public and other department and town staff.
- Errors could result in inadequate safety conditions, damage to equipment, bodily injury, and have adverse public relations.

### **Physical Requirements**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee is regularly required exert strenuous physical activity and is required to walk, stand, sit, communicate, and hear; ability to handle, feel or operate objects, tools, or controls, and reach with hands and arms. Frequently lifts/moves objects weighing up to 60 pounds and may occasionally lift 100 pounds. Vision and hearing at or correctable to normal ranges.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*