

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see pages 2 and 3 for a detailed job description.)

DEPARTMENT OF PUBLIC WORKS PART-TIME TRANSFER STATION ATTENDANT

The Town of Rocky Hill is seeking qualified applicants for a part-time Transfer Station Attendant position in the Department of Public Works. Please see pages 2 and 3 for a detailed job description.

Applicants must be flexible with schedule and may require night or weekend work. Ideal applicants must possess the following qualifications: High School Diploma/GED; ability to perform physically demanding tasks; and an ability to shovel and perform snow removal.

Requirements of this position include but are not limited to: performing continuous physical activity and manual tasks; lifting of moderate to heavy weight materials; use of motorized loading equipment; and frequently walking and standing on your feet.

This position is a part-time non-bargaining position. The salary is \$12.00 per hour. Anticipated work schedule of 8 – 19 hours per week, with possibility of additional hours based on business needs. Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which demonstrates how you meet the qualifications; and 3) A completed Town of Rocky Hill Employment Application. All application materials must be submitted via email to Human Resources (hrdept@rockyhillct.gov). Applications will be accepted until the position has been filled.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.

**Town of Rocky Hill
Job Description**

POSITION: PART-TIME TRANSFER STATION ATTENDANT
DEPARTMENT: PUBLIC WORKS
REPORTS TO: FIELD OPERATIONS AND HIGHWAY
SUPERINTENDENT
SUPERVISES: NONE
BARGAINING UNIT: NON-BARGAINING

Summary of Responsibility:

Provides a variety of public information and various physical labor functions within the Public Works Department.

Essential Functions:

1. Removes snow and ice from sidewalks, bridges, and related areas as needed;
2. Operates pick-up trucks, snow-blowers, hand shovels, and other equipment as needed;
3. Inspects loads brought into Transfer Station;
4. Performs curbside removal of household trash and waste;
5. Assists in collection of refuse and recycling to ensure streets and Town properties are clean and free of debris;
6. Sorts refuse and recyclables;
7. Disposal of deceased animals; and
8. Performs various tasks which are physically demanding.

The duties listed above are intended only as illustrative 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 or a logical assignment to the position.

Qualifications and Competencies:

1. High School Diploma/GED;
2. Ability to perform physically demanding tasks;
3. Demonstrated ability to follow oral and written instructions and procedures;
4. Ability to establish positive communication and interaction with customers and staff;
5. Ability to quickly and easily adapt to customer situations, changes in procedures and the ability to multi-task.
6. Ability to accurately and effectively respond to questions from the general public by having knowledge about department programs and procedures.
7. Ability to understand and handle a variety of work related problems.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently required to walk, stand, bend and lift;
3. Frequently required to enter and exit vehicles and other equipment
4. Frequently required to stand, climb or balance, and stoop, kneel, crouch or crawl.
5. Ability to lift and/or move up to fifty (50) pounds.
6. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
7. May be exposed to seasonal conditions in outside weather, grease or oil, dust and other outdoor conditions, and loud or unpleasant noises.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.