



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

Christina Carrie, Head Clerk/Floater – ccarrie@cityofhaverhill.com

November 4, 2020

Job # 2020-44

PLEASE POST
ANTICIPATED OPENING

POSITION: **Recycling Attendants (Part-time, seasonal)**
WINTER Schedule (December to April)
Solid Waste and Recycling Department (DPW)

HOURS OF WORK: **Wednesday and Saturday shifts (Schedule to be determined)**
Hours not to exceed 19 hours per week

SALARY: **\$15.00 per hour**
(According to non-union salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Solid Waste Manager, Waste Reduction Coordinator and/or designee.


Attendant is responsible for opening and closing the site, screening material brought to the site for acceptability and keeping the loading platform areas free from debris. Attendant shall collect checks and/or paid receipts with associated fees, for items such as tires, appliances, propane tanks, TVs and recycling containers.

Attendant shall greet every visitor/car that arrives at assigned station. Answer customer questions about the recycling program. Assist customers when needed. Respond promptly to customer inquiries. Acknowledge and resolve customer complaints.

The duties listed above 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.

QUALIFICATIONS:

Ability to learn the recycling process completely. Ability to follow direction, answer questions and oversee the recycling process. Must be able to provide friendly customer service in a calm and professional manner. Must have a valid driver's license.

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Ability to maintain a positive, empathetic and professional attitude towards customers and co-workers at all times. Communication and coordination with co-workers is necessary.

PHYSICAL REQUIREMENTS:

Must be able to direct vehicles to correct locations in the Recycling and Compost Center. Must be able to sit and stand to perform work. Must have ability to perform light cleaning of the grounds and the ability to help residents unload their materials. Ability to lift up to 40lbs. Ability to climb steps and work safely around vehicles unloading recyclables.

Required to use assigned City two-way radio (handheld). Required to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection. While performing the duties of the job, the employee regularly works in various weather conditions and will be exposed to wet, humid, and other climatic environments. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

CLOSING DATE:

MONDAY, NOVEMBER 16, 2020

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2020-44 WHEN APPLYING ONLINE.