



Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

October 2, 2018

Job # 2018-050

PLEASE POST
ANTICIPATED OPENING

POSITION: **Recycling Attendant (Part-time)**
Solid Waste and Recycling Department (DPW)

HOURS OF WORK: **Schedule to be determined (up to 19 hours per week)**

SALARY: **\$13.33 per hour**
(According to contractual salary schedule schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Solid Waste & Recycling Coordinator.

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 fess, for items such as tires, appliances, propane tanks and recycling containers. Answer customer questions about the recycling program. Assist customers when needed.

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 follow direction, answer questions and oversee the recycling process. Must be able to provide friendly customer service in a calm and professional manner.

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.

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Ability 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. Position is year-round. Attendance is mandatory.

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

CLOSING DATE:

FRIDAY, OCTOBER 12, 2018

**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 # 2018-050 WHEN APPLYING ONLINE.