



Town of Thornton • 16 Merrill Access Road • Thornton, NH 03285 • 603.726.8168

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## **PERMANENT PART-TIME TRANSFER STATION ATTENDANT WANTED**

The Town of Thornton is seeking candidates for an immediate opening for one (1) permanent part-time position of Transfer Station Attendant. Applicants should have a minimum of 5 years of experience or a Class/Step III State DES license. Applicants must work well with the public and have experience operating a backhoe. The position is a labor grade 2 with an hourly pay range from \$10.59/hr. to \$14.96/hr. Weekend work hours are required.

A full job description and application packet is available at the Town Office and on the town website: <http://www.townofthornton.org>.

Applications must be submitted to:  
Board of Selectmen  
ATTN: Transfer Station Attendant  
16 Merrill Access Road  
Thornton, NH 03285

Interviews will be scheduled at a future date.

*The position will remain open until filled.*

*The Town of Thornton is an equal opportunity employer.*

## TOWN OF THORNTON

JOB TITLE: Transfer Station Attendant

12/7/09

DEPARTMENT: Transfer Station

STATUS: Full-Time, Part-Time, and On-Call, Non-Exempt

LABOR GRADE: 2

JOB SUMMARY: Performs solid waste and recycling responsibilities at the tri-town municipal transfer station and recycling center.

### MAJOR DUTIES:

- Operates baler, front-end loader, compacting and snow removal equipment.
- Separates and sorts recyclable materials.
- Loads trailers.
- Attends New Hampshire Department of Environmental Services classes annually.
- Performs other related duties as required.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of methods, materials and equipment used in the management of solid waste and recyclables.
- Knowledge of hazards and safety precautions common to transfer station machinery and equipment.
- Skill in the operation and maintenance of transfer station equipment and tools.
- Ability to establish and maintain effective working relationships with Town officials, employees, officials of other governmental jurisdictions, consultants, contractors and the public.

**SUPERVISORY CONTROLS:** For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed and specific instructions. The employee works as instructed and consults with a supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work that may include checking progress or reviewing completed work for accuracy, adequacy and adherence to instructions and established procedures.

**GUIDELINES:** Specific, detailed guidelines covering all the important aspects of the assignment are provided to the employee. The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

**COMPLEXITY:** The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

**SCOPE AND EFFECT:** The work involves the performance of specific, routine operations that include a few separate tasks or procedures. The work product or service is required to facilitate the work of others; however, it has little impact beyond the immediate organizational unit or beyond the timely provision of limited services to others.

**PERSONAL CONTACTS:** The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

**PURPOSE OF CONTACTS:** The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

**PHYSICAL DEMANDS:** The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

**WORK ENVIRONMENT:** The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with a license, certificate or registration from the New Hampshire Department of Environmental Services, or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

TOWN OF THORNTON  
16 MERRILL ACCESS RD  
THORNTON, NH 03285  
**APPLICATION FOR EMPLOYMENT**

The Town of Thornton is an equal opportunity employer and does not discriminate in hiring, promotion, or other employment decisions on the basis of race, sex, color, pregnancy, religion, national origin, sexual orientation, marital status, disability, age, veteran or military status, or any other basis protected by law. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

PLEASE PRINT (USE INK)

<b>PERSONAL:</b>			
Name: _____			
(Last)	(First)	(Middle)	
Current Address: _____			Telephone: _____
(Street)	(City)	(State)	(Zip Code)
Permanent Address (if different)			Telephone: _____
(Street)	(City)	(State)	(Zip Code)
Have you ever applied for employment here before? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, when? _____			
Have you ever worked for the Town/City before? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, where? _____			
Dates of Employment _____		Reason for Leaving _____	
<b>WORK EXPERIENCE: PRESENT OR MOST RECENT EMPLOYMENT</b>			
Employer: _____		Address _____	
	(Street)	(City)	(State)
May We Contact Your Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Telephone _____	Kind of Business _____		Name and Title of Immediate Supervisor _____
(Include Area Code)			
Employed From _____	to _____	Job Title _____	
(Mo., Yr.)	(Mo., Yr.)		
Duties Performed _____			
Starting Salary _____		Final Salary _____	
Reason for Leaving _____			
<b>PREVIOUS EMPLOYMENT:</b>			
Employer: _____		Address _____	
	(Street)	(City)	(State)
Telephone _____	Kind of Business _____		Name and Title of Immediate Supervisor _____
(Include Area Code)			
Employed From _____	to _____	Job Title _____	
(Mo., Yr.)	(Mo., Yr.)		
Duties Performed _____			
Starting Salary _____		Final Salary _____	
Reason for Leaving _____			
<b>PREVIOUS EMPLOYMENT:</b>			
Employer: _____		Address _____	
	(Street)	(City)	(State)
Telephone _____	Kind of Business _____		Name and Title of Immediate Supervisor _____
(Include Area Code)			
Employed From _____	to _____	Job Title _____	
(Mo., Yr.)	(Mo., Yr.)		
Duties Performed _____			
Starting Salary _____		Final Salary _____	
Reason for Leaving _____			

**PREVIOUS EMPLOYMENT:** (Use additional sheets if necessary to describe all previous employment)

Employer: \_\_\_\_\_ Address \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State)  
 Telephone \_\_\_\_\_ Kind of Business \_\_\_\_\_ Name and Title of Immediate Supervisor \_\_\_\_\_  
 (Include Area Code)  
 Employed from \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_  
 (Mo., Yr.) (Mo., Yr.)  
 Duties Performed \_\_\_\_\_  
 Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**EDUCATION:**

	Name	City/State	Degree Received Yes or No	Type of Degree Diploma or OED	Major
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Trade School	_____	_____	_____	_____	_____

Commercial courses completed (Include skills, typing, shorthand, business machines, personal computers, etc.) \_\_\_\_\_

**GENERAL:**

Are you authorized to work in the United States? \_\_\_\_ Yes \_\_\_\_ No (Proof of eligibility to work in the U.S. will be required upon employment.)  
 Are you 18 years old or older? \_\_\_\_ Yes \_\_\_\_ No How did you happen to contact the Town/City?  
 \_\_\_\_\_  
 Are you available to work full-time \_\_\_\_ part-time \_\_\_\_ temporary \_\_\_\_? If part-time, indicate maximum hours per week \_\_\_\_  
 What position are you applying for? \_\_\_\_\_ Starting salary desired \_\_\_\_\_  
 Can you perform the essential functions of the job with or without reasonable accommodation? \_\_\_\_ Yes \_\_\_\_ No

**CONVICTION INFORMATION:**

Have you ever been convicted of a crime (including pleading guilty or no contest) that has not been annulled by a court, except for minor traffic violations? \_\_\_\_ Yes \_\_\_\_ No (If yes, please fill in information below.)

Conviction information will not necessarily bar an applicant from employment.

Date	Reason	Disposition of Case	Place
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**NOTICE: PLEASE READ BEFORE SIGNING**

- If I am hired, I agree to abide by the rules and policies of the Town/City.
- I understand that if I am hired, my employment will be for no definite period, and that my employment and compensation can be terminated with or without cause and without notice, at any time, at the option of either the Town/City or me.
- I authorize all persons, companies, prior employers, schools, credit bureaus, and government agencies to supply any information concerning my background, education, and employment, and release all parties from all liability for any damage that may result from furnishing same to you. I also release the Town/City and its agents from all liability from damages arising from this research of my background.
- I certify that the information contained in this application is complete and correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal in accordance with Town/City policy.
- I certify that all of the information that I provide on this application or in any interview will be complete, true, and accurate. I understand that if I am hired, and any such information is later found to be incomplete, false, or misleading in any respect, I may be discharged.

I have read the above Notice Section or have had someone read or explain to me, and I fully understand it.

\_\_\_\_\_  
 (Print Name)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)