TOWN OF NORTHUMBERLAND
HELP WANTED
PT TRANSFER STATION ATTENDANT

The Town of Northumberland has an opening for a part-time Transfer Station Attendant
8-26 hours per week as needed, including Saturdays
Ability to operate related Transfer Station equipment to include backhoe and front-end loader
Class B CDL desirable
Must obtain NHDES Solid Waste Operators Certification
Starting pay based upon experience

Job Description available at www.northumberlandnh.gov
Job Applications available at:
Town Office during normal business hours
Questions call: 603-636-7395

Open until filled

JOB DESCRIPTION

Amended: May 14, 2026

DEPARTMENT: Transfer Station

POSITION TITLE: Transfer Station Attendant

JOB STATUS: Part-time; individuals who are scheduled to work as needed 8-26 hours per week to include Saturdays. Part-time employees are not eligible for benefits described in the Town of Northumberland policy. Exempt to the extent required by State or Federal law.

JOB DESCRIPTION: Performs all routine work associated with the operation and maintenance of the Solid Waste Transfer Station facility. Requires the ability to perform heavy physical labor efficiently.

ACCOUNTABILITY: Reports to the Transfer Station Manager, or in his/her absence, the Road Agent.

LICENSE/CERTIFICATION REQUIREMENTS: Valid NH Operator's License to operate mobile equipment. Class B CDL is desirable. Must obtain a NHDES Solid Waste Operator Certification within 90 days of start date. Must be at least 18 years of age.

OTHER TRAINING SKILLS, EQUIPMENT, AND EXPERIENCE REQUIREMENTS: High school diploma or equivalent preferred. Ability to follow written and oral instructions. Ability to operate and maintain power and hand tools, safety equipment, compactor, and loading equipment (backhoe and front-end loader). Fire extinguisher and basic first aid training.

OTHER CONSIDERATIONS AND REQUIREMENTS: Ability to read basic technical manuals. Ability to make entries in and maintain logs and related paperwork. Ability to review computerized/digital surveillance equipment. Safety precautions and proper lifting techniques must be used at all times. Gloves, eye and ear protection, and proper clothing and footwear must be used as circumstances require. Candidates may be subjected to criminal and financial background checks. Required to take and pass a medical physical exam after a conditional offer of employment.

ENVIRONMENT AND OCCUPATIONAL EXPOSURES: Ability to perform manual labor in environments characterized by heat or cold, dust, noise, rain, and snow that may produce slippery conditions at the work site. Reliable attendance and performance in all climatic and environmental conditions. Exposure to municipal solid waste, containers which contain food, cleaners, etc. Exposure to dust and possible unpleasant odors. Minimal potential for being exposed to medical waste. Exposure to moderate to high noise levels from compacting and maintenance equipment.

DUTIES AND RESPONSIBILITIES: Knows, understands, and implements the solid waste disposal facility operating rules and procedures. Monitors access to the solid waste disposal facility. Explains operating policies and procedures to facility users to assure proper use. Conducts visual inspection of loads as needed to prevent disposal of prohibited materials. Loads trucks and containers in accordance with site policies. Maintains the cleanliness and neatness of the solid waste disposal facility. Assists residents and commercial users in the appropriate placement of refuse and

recyclables. Assess and collects fees, as required by established schedules. Maintains the recycling area and ensures proper disposal and classification of all recycled materials. Packages, sorts, and stores recyclables in a safe and healthy manner and per NHDES Best Management Practices. Uses and performs routine/preventative maintenance on compactor, hand tools, power equipment, and vehicles. Is familiar with and executes pre-trip inspection and safe work procedures associated with assigned work. Transports solid waste materials to designated facility for final processing. Performs other related duties as required. Maintains an effective relationship with other employees and members of the public.

PHYSICAL ACTIVITY REQUIREMENTS	
Physical Activity	**Frequency**
Lift and carry up to 50 pounds	Constantly
Lift and carry over 50 pounds	Occasionally (assistance may be available)
Perform the Following Motions	
Twisting	Balancing
Crawling	Bending
Reaching above/at/below shoulder height	Squatting
Kneeling	Crouching
Push/pull	Stretching
Hand Manipulation	
Grasping	Handling
Fingering	Torqueing
Work Surfaces	
Hot top	Concrete
Dirt	Sand surfaces
Rough terrain	Wet and slippery surfaces
Cognitive and Sensory Requirements Necessary For	
Talking	Hearing
Sight	Smell
Controls and Equipment	
Backhoe	Front-end Loader
Compactor	Miscellaneous power tools and lawn equipment
During a work shift, an employee is required to	
Stand	Walk
Lift	