



# TOWN OF FREEPORT

30 Main Street, Freeport ME 04032

ph: 865-4743 fax: 865-0929

[www.freeportmaine.com](http://www.freeportmaine.com)

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<b>POSITION:</b>	Public Works Laborer: Solid Waste & Recycling	<b>FT/PT Status:</b>	Full Time
<b>DEPARTMENT:</b>	Public Works		
<b>SUPERVISOR(S):</b>	Solid Waste & Recycling Supervisor	<b>FLSA Status:</b>	Non-Exempt

## **POSITION SUMMARY**

Under established policies and procedures, this position is primarily assigned to the Solid Waste & Recycling team. Responsibilities include instructing, directing, and assisting facility users in properly managing their waste, recycling, and composting. The employee must use sound judgment and initiative while working independently, referring unusual cases and problems to the Solid Waste & Recycling Supervisor.

Must be able to pass a pre-employment physical.

The Public Works Laborer may also be assigned tasks in other divisions within the Public Works Department as needed. This position works under the general supervision of the Solid Waste & Recycling Supervisor and the Director of Public Works.

The Town of Freeport values high levels of teamwork and cooperation by and between all departments, equity, constructive and collaborative problem solving, integrity, confidentiality, and an ethic of public service. The Public Works Laborer will foster and support those values.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Illustrative Only – Includes, but is not limited to the following:)*

- Perform daily customer service in a patient, helpful, and polite manner.
- Direct facility users on the proper management of their waste, recycling, and composting materials, following facility operating rules, procedures, and safety protocols.
- Open and close the Transfer Station according to the set schedule.
- Supervise separation of waste, recycling, and composting by site users.
- Handle money and record receipts using a computerized system.
- Explain procedures to the general public and monitor cargo to prohibit the disposal of prohibited materials.
- Ensure safety procedures are followed and use appropriate safety equipment during Transfer Station operations.
- Assist in the general cleaning and maintenance of the Transfer Station.
- Skillfully and safely operate compactors, forklifts, front loaders, tractors, and Town-owned trucks.
- Maintain the grounds at the Transfer Station, including litter removal (on-site and roadways leading to the station), lawn mowing, sweeping, snow plowing, and salting.
- Must be able to work Saturdays.
- Supports other municipal departments as assigned.
- Perform other duties as assigned for the Department and Town.

### **COMPETENCIES**

- Comfortably and confidently use computers and cash registers with speed and accuracy.
- Ability to inspect incoming user materials with attention to detail.
- Ability to read, write legibly and follow written/oral instructions in English.
- Constant awareness of how users dispose of material to ensure proper waste disposal and recycling.
- Ability to operate equipment and trucks skillfully, safely, and in accordance with traffic laws and regulations.
- Ability to understand and carry out oral and written instructions and work independently in the performance of routine duties.
- Ability to complete required annual operation and safety training provided by the Town.

### **GENERAL EXPECTATIONS**

- Supporting the Town's mission, vision, and values by supporting a pleasant, productive, professional, and safe work environment.
- Follow the personnel policies as outlined in the Personnel Code.
- Conduct self with the highest standards for ethical and professional behavior.
- Maintain confidentiality and protect the Town by keeping information concerning employees, citizens, and Town operations confidential.
- Communicate with and treat each person in an honest, respectful, and understanding manner.
- Comply with all safety requirements, follow established policies and procedures, and report all workplace injuries, incidents, or concerns immediately.
- Be neat, clean, and appropriate in your personal appearance and hygiene.
- Contribute to a positive, team-oriented work environment, by first listening, then sharing ideas and information freely and being open to the opinions, background, and experiences of others.
- Be punctual for scheduled work or meetings and use time appropriately.
- Take responsibility and ownership for decisions, actions, and results.

### **KNOWLEDGE REQUIREMENTS**

- Graduation from high school or equivalent, with one to three years of experience in a similar environment preferred. Any equivalent combination of training and experience which permits the effective performance of all job responsibilities considered.
- Valid Maine Driver's License.
- Knowledge of hazards and applicable safety rules and regulations in equipment operation.

### **PHYSICAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regular physical activity includes driving, walking, standing, stooping, pushing, and pulling. The employee must lift, carry, and position objects up to 50 lbs. above shoulders and lift and carry up to 50 lbs. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Moderate to high exposure to injury or other hazards.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

Majority of work is performed outdoors, exposing the employee to extreme elements and temperatures. Employee must use written and oral communication skills and interact with the public. Work involves handling multiple concurrent tasks with frequent interruptions.

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**The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.**

*All requirements and skills are considered to be essential, unless otherwise indicated.*

All individuals, including those who are or become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either with or without a reasonable accommodation to be determined by management on a case-by-case basis.

The job description does not constitute an employee agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.