

TOWN OF HARRISVILLE, N.H.
704 Chesham Rd; Harrisville, NH 03450
603-827-3431 ext 1; Townhall@harrisvillenh.org

Position: Recycling Center Coordinator. The Town of Harrisville seeks a Recycling Center Coordinator to work at the town's Willard Hill Transfer Station under the guidance and management of the Recycling Center (RC) Manager. The RC Coordinator holds a prominent, highly-valued position. The position is approved for 23 hours per week.

Facility hours: The Recycling Center is currently open to the public from 10 am-5 pm Fridays, and 8 am – 5 pm Saturdays. Wednesdays, the RC is closed to the public for Department Recycling Activities.

Qualifications and duties: The successful candidate will possess a minimum of a High School Diploma, demonstrate enthusiasm for working in a municipal location as well as a Recycling Operation; possess current, or be eligible for, Certification Solid Waste Facility Operator, NH DES, and attainment of Weighmaster Certification after hire, from Recycling Center Manager. This job requires some physical labor, good interpersonal communication skills, and willingness to work in varied conditions of weather, dirt, sunlight, and traffic. The successful candidate will be a good team member for the Town of Harrisville, assist and work with co-workers as needed, and communicate work-related information respectfully to co-workers and Town residents. **Additional responsibilities include:**

Receiving and directing Harrisville Citizens to correctly deposit all incoming recyclable materials, nonrecyclables and trash in the proper receptacles;

Overseeing equipment and facilities, and informing the RC Manager of any problems or concerns;

Accepting, recording and transmitting any money collected or placed in the Deposit Box at the facility;

Good time-management of assigned hours, per Federal DOL Standards;

General light maintenance, knowledge of safe body mechanics and ability to lift/carry/place up to 50 lbs;

Repairs of equipment;

General housekeeping, including painting, light carpentry, sweeping, shoveling, sanding, and using best practices for personal and public safety per NH DES Certification Training;

Working with the RC Manager to maximize load per bin, conduct visual safety inspections, examine all containers for hazardous materials and misplaced items, etc., and facilitate safe traffic patterns within the facility, all within the guidelines for Best Practices per NH DES Certification Training; and

Ability to run skid steer, move loads, and assist with baling and storage operations using town equipment.

Applications can be mailed to Town Hall, c/o Select Board Office, 705 Chesham Road, Harrisville, NH 03450 **or emailed** to townhall@harrisvillenh.org. Application forms are available at Town Hall or via download [here](#).