

INTERNAL/EXTERNAL

NOTICE OF VACANCIES

Vacancies exist in the positions as indicated below. Department & Division, Salary Groups, and closing Date for filing the required application for transfer/promotion to these positions is as noted below:

<u>POSITION</u>	<u>SALARY RANGE</u>	<u>GRADE</u>	<u>DEPARTMENT & DIVISION</u>
Recycling Maintainer	\$27.92 - \$33.95 hr.	PW 11	Public Works Solid Waste Collection & Recycling

<u>TESTING REQUIREMENTS * -</u>	Training & Experience (Weighted 50%)	Driving Examination (Weighted 50%)
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* ***Each*** portion of the testing requirements ***must*** receive a passing score of 70% or more in order to proceed to the next phase of the testing process.

** Valid CT CDL ***required***. Must include copy of CDL with application.

Sequence of Preference to Applicants-

- 1) Transfer and/or Demotion
- 2) Applicants within the bargaining unit

Minimum Qualifications:

High School Diploma and four (4) years of experience in the operations of CDL motorized equipment including one (1) year of recycling experience or the satisfactory equivalent combination of training and experience.

Special Qualifications:

Possession of a valid Connecticut Driver's License with current CDL Class B, including Air Brakes endorsement allowing for the operation of all equipment in the Division.

Applications may be picked up at the personnel office. Applications must be filed in the Personnel Office, 13 Masonic Street 2nd floor, New London, CT no later than **October 22, 2025, at 3:00 pm.**

FLSA: non-exempt
Grade: 11
Location: Solid Waste Division, Public Works
Approved by Personnel Board: 3/23/10
Concurred Union (1378): PW
Hours: 40

PUBLIC WORKS RECYCLING MAINTAINER

GENERAL STATEMENT OF DUTIES:

Position is responsible for the complete recycling collection operation within a designated route in the City of New London. Operates heavy duty refuse/recycling collection equipment and performs single-stream recycling collection without assistance.

Works under the general direction of the Fleet/Solid Waste Manager or designee.

EXAMPLES OF WORK (ILLUSTRATIVE):

Responsible for the safe operation of specialized recycling collection equipment, driving along established routes, maneuvering through residential streets and alleys, business and industrial areas and school areas.

Mounts and dismounts recycling collection vehicle away from traffic, ensuring safety of operator throughout the frequent stops of the collection procedure.

Collects recycling bins from curbside and loads into recycling vehicle without assistance; may operate automated or semi-automated hoisting devices where available.

Ensures appropriateness of recycling materials set out for collection; tags recycling containers to inform customers of problems such as inclusion of items that are not permitted. Inspects recycled materials for contamination. Replaces recycling boxes and bins in their curbside location, ensuring that no litter is left behind.

Serves as liaison with the residential public, provide prompt, effective customer service and educating the residents about how the recycling process operates and explaining regulation with tact and consideration.

Responsible for collection of recycling bins in an orderly fashion, completing routes on time while also disposing of recyclables several times daily.

Keeps informed of road and weather condition to determine how routes will be affected. Communicates with dispatchers concerning delays, unsafe sites, accidents, equipment breakdowns and other maintenance or collection problems.

Ensures safe operation and use of equipment; Inspects vehicles on a regular basis, including: oil level, water, battery, tires and anti-freeze. Regularly washes and cleans equipment.

May be assigned to work as a Public Works Maintainer III as needed.

Performs all other work-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the proper operating and safety procedures related to the on and off-road operation of heavy mechanical and motorized equipment and the safe maneuvering of equipment in all weather conditions.

Considerable knowledge of recycling collections and acceptable recycling materials, coupled with time management and coordination skills and the ability to memorize routes.

Working knowledge of the principles and processes for providing effective customer service, including needs assessment, quality standards for collection service and evaluation of customer satisfaction.

Considerable ability to inspect equipment, structures or materials to identify the cause of problems, defects or other issues.

Ability to safely navigate work areas and to perform the physical tasks related single-stream recycling operations and to use truck-mounted hydraulic lifts or other accessories available.

Ability to repeatedly perform heavy manual work, climbing, lifting, balancing, walking, stooping and handling recycling materials during the collection process.

Ability understand and effectively apply or interpret oral and written instructions or regulations.

Ability to establish and maintain effective working relationships with supervisors, peers, city residents and the general public.

Ability to operate all forms of heavy equipment both on and off-road, in all weather conditions.

MINIMUM QUALIFICATIONS:

High School Diploma and four (4) years of experience in the operations of CDL motorized equipment including one (1) year of recycling experience or the satisfactory equivalent combination of training and experience.

SPECIAL QUALIFICATIONS:

Possession of a valid Connecticut Driver's License with current CDL Class B, including Air Brakes endorsement allowing for the operation of all equipment in the Division.