

## TRANSFER STATION ATTENDANT

### **Position Purpose:**

The purpose of this position is to perform manual work maintaining and operating the Town's Transfer Station; all other related work as required. The Transfer Station Attendant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

*Supervision Scope:* Functions are generally well defined and limited in scope but which may involve some judgment and initiative in determining method of completion.

*Supervision Received:* Works under the general direction of the Transfer Station Foreman, referring only unusual cases and problems to supervisor. The position is subject to review and evaluation according to the town's personnel plan.

*Supervision Given:* None.

### **Job Environment:**

Majority of work is performed outdoors at which time the employee may be exposed to weather extremes of heat and cold temperatures and inclement weather. Required to traverse uneven terrain and is subject to the hazards associated with a transfer station site. Work environment is loud.

Regularly operates a telephone, compactor, bottle crusher, cash register, chipper, hand and power tools; operates light trucks and heavy equipment.

Interacts constantly with the general public and other town departments. Contacts require an information exchange dialogue.

Errors in judgment may result in damage to equipment, confusion and delay, and personal injury and injury to others.

### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Maintains the Transfer Station areas and assists the public in the disposal of refuse and recyclable materials. Compacts the bins for maximum storage capacity. Ensures that residents are aware of which bins each of the recyclable materials are to be placed in; monitors the bins and removes any contaminated materials prior to shipment out of the Transfer Station.

Visually checks all vehicles entering the Transfer Station for the proper identification sticker.

Notifies the Transfer Station Foreman of any problems relating to the operation of the Transfer Station.

Answers questions and assists the public as necessary.

Opens and secures recycle area.

Keeps transfer station clean and presentable to the public. Changes and cleans trash and recycle bins as needed.

Sells clear plastic bags to residents.

Operates trash compactor following proper safety precautions when assigned. Operates chipper to recycle tree limbs as needed. Operates light trucks, heavy equipment, backhoe, electric and power tools and related tools and equipment.

Regular attendance and punctuality at the workplace is required.

Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

High school graduation; related experience helpful.

Special Requirements:

Possession of Class B Commercial Driver's License.

Knowledge, Ability and Skill:

*Knowledge:* Interest in recycling and solid waste issues. Working knowledge of Transfer Station operations including thorough knowledge of proper handling and disposal of hazardous waste.

*Ability:* Ability to communicate with the general public tactfully and effectively. Ability to follow proper methods, procedures and safety precautions. Ability to understand and carry out oral instructions. Ability to work independently in the performance of routine duties. Ability to establish and maintain effective working relationships with the public and other Transfer Station employees. Ability to handle money and issue receipts.

*Skill:* Skill in operating above-mentioned equipment.

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. Heavy physical effort is generally required to perform functions, which involve frequent lifting up to 100 pounds. Employee is required to operate equipment for long periods of time during all types of weather conditions. While performing the functions of this job, the employee is required to stand, walk, talk, sit and hear for extended periods. Regularly required to use hands to finger, handle, feel objects, tools or controls; reaches with hands and arms, crawls and climbs. Vision and hearing must be at or correctable to normal ranges.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*