

Job Description

Title: Transfer Station Attendant

Supervision: Reports to Director of Operations

Hours/Compensation: up to 18 hours per week (Wednesday, Saturdays and Sundays)

Benefits: As this position requires less than 20 hours per week no Town benefits are offered. The Transfer Station Manager must participate in the OBRA retirement program.

Job Environment: Work is continually performed regardless of weather conditions. The employee operates a trash and paper compactor and other Transfer Station equipment. Regular use of hand tools also is required. Performance of duties requires ongoing contact with the general public. Employee may be required to work beyond normal work hours in response to emergency situations. Regular schedule requires weekend work.

Responsibilities:

The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

- Monitor stickers making sure all vehicles have one affixed
- Instruct public as to quality of recycling sort
- Complete activities of running the transfer station, including collecting money and making change, compacting recyclables, breaking up materials, moving and reorganizing materials.
- Police recycling and other transfer station activities, help residents as needed
- Operate trash compactor and paper compactor
- Keep Transfer Station, Recycling Center and Swap Shack neat and operating in an orderly fashion
- Collect payments for bulky waste
- Maintain equipment as needed
- Report needs and issues to Director of Operations
- Be responsible for attendance at work as assigned
- Ensures that all walkways and grounds around town buildings are clean. In the winter months this includes snow removal in areas unreachable by plows
- Performs routine maintenance on all town buildings

- Any other tasks as assigned by the Director of Operations including but not limited to snowplowing

Recommended Minimum Qualifications:

- Class D motor vehicle license

Education & Experience:

- High school diploma; six months of work experience; or an equivalent combination of education and/or experience.

Knowledge, Ability and Skill:

- Familiarity with solid waste disposal regulations a plus.
- Ability to interact with the public tactfully and effectively. Ability to follow proper methods, procedures and safety precautions.
- Communication skills.
- Rudimentary computer skills
- Working knowledge of building maintenance
- Ability to carry out a variety of work assignments in a detailed, efficient, independent, and safe manner. Ability to carry out job duties often under potentially dangerous working conditions in a safe and efficient manner. Ability to read, interpret and follow oral and written instructions. Ability to work with a wide range of building maintenance equipment.
- Moderate to strenuous physical effort is generally required to perform duties. The employee is routinely required to stand, walk, use hands to operate equipment, reach, and climb. The employee is frequently required to lift, move, and/or push items weighing up to 60 pounds. Vision requirements include the ability to read routine documents and to monitor the public from across the transfer station.