

# TRANSFER STATION ATTENDANT

## *Town of Whitingham*

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Department: Public Works  
FLSA Status: Non-Exempt  
Part Time  
Reports to: Supervisor of Public Works

### **OBJECTIVE / PURPOSE:**

The Transfer Station Attendant performs manual work and is responsible for working with and assisting residents/property owners as they dispose of their waste. Works under the direction of the Supervisor of Public Works.

### **DUTIES AND RESPONSIBILITIES:**

- Exercise caution, follow established safety rules at all times, and be respectful of Town property and equipment.
- Interact with the public with courtesy and professionalism at all times; show respect for residents' concerns as well as their private property.
- Help the public in disposing of their waste either by properly directing them to the correct location or by physically and correctly disposing of it.
- Must recognize and report to supervisor any maintenance and repair problems as they occur
- Order the pick-up of the various waste items [tires, C&D (construction & debris), electronics, recycling, solid waste, etc.] as each container approaches near full capacity.
- Keep accurate records of pick-ups ordered on the log sheets provided.
- On a monthly basis turn in the pick-up log sheets to the Selectboard Office.
- Keep accurate records of cash/checks received in payment using the cash register provided.
- On a bi-weekly (or more if needed) basis bring the cash register and cash/checks to the Treasurer for balancing and deposit.
- Remove the cash drawer from the cash register and secure it at another location when the Transfer Station is closed.
- Maintain a clean environment at all times, disposing of trash or other items that may have been blown out of their proper container or spread out as a result of animals whenever it occurs.

- In conjunction with the Animal Control Officer and/or the Municipal Employee oversee the trapping/disposal of rodents and/or other animals that cause disturbance at the Transfer Station.
- Maintain a clean, orderly office. Files and paperwork to be kept in drawers; debris disposed of; floors kept clear of items and swept.
- Spread sand on walking areas in front of office and disposal containers as needed to prevent slipping and falling.
- Clean ramp to demolition dumpster of all nails and debris as they appear.
- Shovel snow off of recycling bins if two or more inches have accumulated.
- Shovel snow in pathways and around bins as needed to maintain safety.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to receive constructive criticism and incorporate it into job performance.
- Ability to interact with the public with courtesy and professionalism.
- Ability to recognize maintenance and repair problems to prevent major costs later if not repaired.
- Physical strength and agility sufficient to perform strenuous laboring tasks under various conditions (ex. the ability to lift, carry and toss trash bags weighing up to 30 lbs.). Must be able to stand on feet for extended periods of time.
- Must be able to establish and maintain effective working relationships with co-workers, other departments and the public.
- Awareness of occupational hazards, hazardous materials, and safety precautions associated with collection of waste/recycling.
- High School Diploma preferred.
- Online training for proper collection of Household Hazardous Waste items will be required.

### **TOOLS / TECHNOLOGY:**

- Must be able to safely operate machinery and equipment including but not limited to compactor.
- Must be able to run a cash register.

### **PHYSICAL AND MENTAL DEMANDS:**

- Must be able to easily lift in excess of 30 pounds over shoulder height repeatedly.
- Requires work on uneven ground.
- Requires use of both feet and both hands to lift and toss waste items; to shovel snow; to spread sand.
- May occasionally require squatting, crawling, climbing stairs/ladders, reaching above shoulder level, crouching, kneeling and balancing.
- Requires above shoulder height shoveling/sweeping of snow off containers.
- Ability to exercise sound judgement and caution.

**WORK ENVIRONMENT / CONDITIONS:**

- Duties are primarily outdoors and require the ability to endure exposure to extreme weather conditions during operating hours.
- Exposure to moving equipment and machinery.
- Exposure to moving motor vehicles.
- Exposure to dust, fumes, gases and household hazardous waste.

**TERMS OF EMPLOYMENT:**

1. Part-time, hourly position.
2. Transfer Station personnel wear a uniform. Uniforms must be cleaned on a weekly basis. The town provides a uniform stipend.
3. The wages for this position are commensurate with experience and set by the Selectboard, in concert with the Supervisor of Public Works.
4. The Town of Whitingham is an Equal Employment Opportunity employer.

**DISCLAIMERS:**

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

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**I have received and understand the requirements, essential functions, and duties of this position:**

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**Employee Signature**

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**Date**