



TRANSFER STATION ATTENDANT

Nature of Work:

This is manual work involving the operation of equipment to process refuse and debris at the town transfer station.

The Transfer Station Attendant is responsible for the operation of the transfer station facility; coordinating the disposal and transfer of refuse and debris; overseeing the recycling operation; and dealing with the public.

Work is performed under the general direction of the Assistant to the Board of Selectmen in accordance with established procedures and routines. Work is reviewed through discussion and observation of results obtained.

Essential Duties and Responsibilities:

Duties include but are not limited to:

- Opening and closing the transfer station gates according to schedule.
- Directing incoming vehicles to proper disposal areas and checks for appropriate transfer station identification.
- Performing routine maintenance of equipment used at site.
- Supervising separation of materials by users of the site, managing universal wastes to include mercury products such as televisions, computer monitors, laptop computers, fluorescent bulbs, rechargeable batteries, etc. Ensuring these types of items are recorded on appropriate forms for submission to the state planning office. Also ensuring these items are properly secured in a locked bin.
- Keeping transfer station clean, picking up debris, cleaning building and mowing grass.
- Maintaining appropriate bins of materials for recycling.
- Explaining transfer station procedures to general public; monitoring materials to prohibit disposal of prohibited items.
- Ensuring safety procedures are followed; using appropriate safety equipment during transfer station operations.
- Performing related work as may be required by the Board of Selectmen such as annual compilation and reporting of transfer station activities for inclusion in the annual town report.
- Attending seminars and training as required by the Board of Selectmen.

Requirements of Work:

- Ability to maintain transfer station in accordance with rules and regulations.
- Working knowledge of the operation and maintenance of mechanical equipment together with the ability to make minor repairs and adjustments as necessary.
- Knowledge of hazards and applicable safety rules and regulations in equipment operation.
- Ability to operate equipment skillfully and safely.
- Ability to detect need for mechanical servicing of equipment.
- Ability to understand and carry out oral instructions and to work independently in the performance of routine duties.

Ability to remain calm and deal courteously with public exhibiting exceptional customer service skills, especially when interacting with upset customers.

- Ability to establish and maintain effective working relationships with the public and other Town employees.
- Ability to manage job related stress.

Ability to exercise discretion, tact and diplomacy at all times.

Training and Experience Required:

Sufficient educational background to perform job related duties.

Necessary Special Requirements:

- Physical strength and agility sufficient for performing the duties of the job.

Ability to manually lift objects weighing up to 50 pounds.

ADOPTED: August 5, 2009
TAFT