Transfer Station Attendant

Job Summary:
Performs a variety of routine and semi-skilled laboring duties involving disposal of refuse, the separation of recyclable materials, and other functions related to the Transfer Station, including assisting customers.

Essential Duties:
1. Knows, understands, and implements the Transfer Station’s operating rules and procedures.
2. Assists residents in the appropriate placement of refuse and recyclable materials. Answers public’s questions in person and over the telephone.
3. Helps to maintain the cleanliness and neatness of the entire facility; sweeping and cleaning of office and bathroom areas.
4. Checks and issues tags for use of the facility by the public; records purchase and receives money.
5. Assists in all matters related to the operation of the Transfer Station.

Performs related work as required.

Knowledge, Skills, and Abilities:
Basic knowledge of methods, materials, and equipment used in municipal solid waste operations. Operation of a backhoe, fork lift, plow truck, baler as well as other heavy equipment; or have the willingness and ability to learn how to safely operate. Ability to learn recycling methods as well as a familiarity with the Town’s policies and procedures. Basic knowledge of landscaping and building maintenance. Ability to operate a computer, cash register and other office equipment. Ability to communicate professionally with the general public and co-workers as well as follow directions and work independently at times.

Minimum Qualifications:
High School graduate or equivalent as well as a Department of Environmental Services Solid Waste Operator Certificate or have the ability to at next available course offering. Those who are not currently certified will need to apply for certification within 30 days of employment. Ability to work in extreme weather conditions and demonstrate the ability to safely lift up to 80lbs.