

Public Works - Transfer Station Attendant

Nature of work:

This is a semi-skilled manual labor job at the municipal Transfer Station. Work involves assisting citizens in the proper disposal of waste materials and in the cleaning and maintenance of the municipal Transfer Station. Employee is able to handle and operate all truck attachments and to carry out assignments with relative ease.

Essential Duties and Responsibilities:

Examples of Work (Illustrative Only):

Opens and closes facility gates according to schedule.

Performs routine maintenance of equipment used at site.

Directs incoming vehicles to proper dumping areas,

Check vehicles for valid dump stickers.

Maintain appropriate piles of materials for recycling and monitor disposal of prohibited materials.

Maintain required operation records.

Assists citizens to properly dispose of waste materials

Performs general cleaning and maintenance of the Transfer Station

Picks up debris such as blow-downs; straightens signs and posts; picks up leaves, brush and other trash

Assists in general repair and preventive maintenance on vehicles and equipment

Performs related work as required

Requirements of Work:

Ability to make judgments as to the proper disposal of various refuse material

Ability to work without close supervision producing satisfactory output

Ability to deal courteously with the public and others who utilize the Transfer Station

Ability to operate trucks and other lighter motorized equipment safely and according to laws and regulations

Ability to make minor repairs and adjustments and service automotive equipment

Ability to learn the operation of heavier motorized equipment

Ability to perform manual labor for extended periods of time under adverse climatic conditions as needed

Physical strength and agility sufficient to perform the work of the class

Training and Experience Required:

High school graduation and some experience in the operation of standard automotive equipment heavier than passenger vehicles; or any equivalent combination of experience and training

Necessary Special Requirements:

Class C driver's license

Be insurable under the Town's vehicle insurance coverage