

**TOWN OF POLAND
JOB DESCRIPTION
P/T TRANSFER STATION ATTENDANT**

Job Title:	P/T Transfer Station Attendant	Classification: Non-Exempt
Department:	Transfer Station	Other:
Reports To:	Transfer Station Director	Supervisory: No
Position Type:	Part-time, 20 hours per week.	

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

ESSENTIAL JOB FUNCTIONS:

- Opens and closes the transfer station gates according to schedule
- Monitors usage to ensure only Poland residents with valid permits use the facility
- Directs incoming vehicles to proper disposal areas
- Keeps transfer station clean, picking up debris, etc.
- Maintains appropriate bins of materials for recycling
- Explains transfer station procedures to general public
- Monitors materials to prohibit disposal of prohibited items
- Receives money from citizens and provides a receipt
- Ensures safety procedures are followed; using appropriate safety equipment during transfer station operations.
Maintains regular, predictable and reliable attendance
- Maintains excellent communication and foster a collaborative working environment with all departments as well as with the public
- Maintains cleanliness and safety in the shop and breakroom
- Places an emphasis on safety, efficiency, quality and productivity
- Follows all Town and Department policies
- Performs related work as required

KNOWLEDGE/SKILLS

- Knowledge of recycling and recycling materials
- Familiarity with solid waste disposal regulations
- Knowledge of basic math and use of calculator
- Excellent customer service skills
- Organizational skills and the ability to act independently

ABILITY TO:

- Operate and use equipment/tools independently with or without supervision
- Understand and follow oral and written instructions
- Communicate professionally and effectively
- Establish and maintain effective working relationships with co-workers and the public
- Attend any required or recommended training

MINIMUM REQUIREMENTS

Experience and Education/Training:

- High School diploma or equivalent

Licenses/Certifications:

- Current valid driver's license with a clean driving record

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Frequent exposure to extreme inclement weather conditions and temperatures. Must be physically able to operate a loader; as well as various tools for landscaping, custodial responsibilities and snow removal.

Moderate to heavy physical effort under adverse field conditions is required involving long periods of standing/moving, climbing, crawling, bending, pushing, pulling, frequent lifting of moderately heavy objects up to 50 lbs.

The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required. Duties, responsibilities and activities may change at any time with or without notice

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Employee Signature:

Date: