

<p style="text-align: center;">Town of Waterboro Position Description</p>
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Position Title: **Transfer Station Attendant**

Date:

Reports To: Transfer Station Manager

GENERAL SUMMARY:

This is manual work involving the operation of equipment to process refuse and debris at the Waterboro Transfer Station.

Work is performed under the general direction of the Transfer Station Manager in accordance with established procedures and routines. Work is reviewed through discussion and observation of results obtained.

ESSENTIAL JOB FUNCTIONS:*

- Opens and closes the Transfer Station gates according to schedule.
- Directs incoming vehicles to proper dumping areas.
- Checks for appropriate dump stickers.
- Responsible for the collection of fees charged and for the sale of Transfer Station Stickers.
- Keeps Transfer Station clean, picks up debris, and cleans buildings.
- Ensures safety procedures are followed.
- Explain Transfer Station procedures and polices to the general public.
- Monitors cargo to prohibit disposal of prohibited materials.
- Maintains appropriate materials for recycling.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require knowledge of municipal rules and regulations in accordance to the operation of the Transfer Station.

Working knowledge of the operation and maintenance of mechanical equipment together with the ability to make minor repairs and adjustments.

Ability to operate equipment skillfully and safely.

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Ability to detect need for mechanical servicing of equipment.

Ability to understand and carry out instructions and to work independently in the performance of routine duties.

Ability to establish and maintain working relationships with the public and other Town employees.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Perform periods of outside work subject to all weather conditions and extremes.

May require periods of physical exertion, requiring ability to lift, carry, bend, and position heavy objects utilizing proper body mechanics and techniques.

May use office equipment requiring eye-hand coordination.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, 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.**

Approval

Date

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.