

# Transfer Station Attendant

## Town of Wilmington, Vermont

### Classification

Nonexempt.

### Salary

Part time rate.

### Reports to

Highway Superintendent

### Date

June 27, 2023

## **Job Description**

### SUMMARY

The Transfer Station Attendant is a Town of Wilmington employee under the direction and general supervision of the Highway Superintendent or Highway Supervisor. Employees in this position are generally responsible for the neat and orderly maintenance of the transfer station. In this role, employees advance safe and effective operations as a team member working with, and educating residents about proper waste management and recycling practices in a public setting. Transfer Station employees are expected to demonstrate effective community relations and interpersonal skills. The Transfer Station Attendant works cooperatively and collaboratively as a town employee, providing highly responsible town services.

**The Transfer Station Attendant is a responsible team member working on all activities of the Transfer Station as required, including but not limited to the following:**

### DUTIES AND RESPONSIBILITIES

- Complete open and lock-up procedures at the Transfer Station, at appointed hours.
- Explain to the public, transfer station policies, procedures and costs of using transfer station, and explain why certain types of refuse must go into certain containers.
- Perform daily checks (or more frequently) on compactor equipment to assess appropriate working order.
- Contact appropriate maintenance people, if machinery is not working properly.
- Monitor levels of refuse in all containers and contact appropriate disposal companies to remove containers in time to avoid being filled to capacity.
- Handling monies: selling permits, collect per-bag-charges, write receipts, track and safely protect, and deposit monies at least weekly to Finance Office/Administrative Assistant.
- Calculate appropriate fees for regular or senior permits.
- Keep the office and site clean and orderly, including sweeping, raking, snow shoveling, picking up litter, etc., on a daily basis.
- Complete logs and other paperwork (i.e., permits, usage, etc.), as assigned.
- Install signage monitoring compliance with all safety requirements.
- Monitor customers to ensure proper disposal of materials.

- Inform and educate customers if they attempt disposing of inappropriate materials or try to place materials in inappropriate container(s).
- Monitor disposal of tires, refrigerators, etc. and stack with sense of order, and coordinate with vendor on pick-up times.
- Assist customers when necessary to dispose of materials in appropriate containers.
- Complies with all directives, municipal policies, and state & federal regulations.
- Attends and participates in meetings and training, as required.
- Meets local, state and federal safety standards.
- Performs all other duties as assigned.

#### KNOWLEDGE, SKILLS and ABILITIES

- Knowledge of safe methods, techniques, tools, and equipment used at the transfer station.
- Knowledge of basic operating functions of cash register and calculator.
- Knowledge of revenue collection methods and practices.
- Knowledge of town policies and procedures.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in the use of basic mathematics.
- Skill in providing a high level of customer service.
- Skill in performing manual labor.
- Ability to maintain composure and interact tactfully and respectfully with customers.
- Ability to process materials and cash, to include an accurate accounting of cash receipts, checks and monies.
- Ability to receive constructive feedback.
- Ability to respond in an on-call, temporary or part-time basis.

#### RECOMMENDED MINIMUM QUALIFICATIONS

- High school diploma or equivalent, required.
- Relevant cashier work experience, preferred.
- Valid State of Vermont Driver's License.

#### ENVIRONMENT

- Work is performed primarily in an outdoor environment, with access to a small office building, exposed to rain, snow, ice, heat, cold, and other weather conditions for long periods.
- May be exposed to dangerous machinery, potential physical harm, fumes, and airborne particles.
- Work schedule for this position may be irregular to include weekends, holidays, and religious holidays.
- Exposure to moving mechanical parts, roadside danger, loud noise, and vibration associated with heavy equipment and construction sites.
- Walking/movement on gravel, uneven or slippery ground.

#### MENTAL AND PHYSICAL DEMANDS

- Must be able to communicate clearly and follow directions, verbally and in writing.
- Must be able to evaluate and solve problems individually or in a team.
- Must demonstrate excellent judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must have physical ability to perform heavy lifting or other sustained physical labor up to 50 pounds,

and occasionally lifts or moves up to 80 pounds with a variety of items.

- Must have ability to withstand exposure to varying weather conditions while exerting physical effort.
- Must be able to respond immediately to vehicle horns and voice communication.
- Must be able to safely climb into and out of heavy equipment.
- Must be able to stand on, traverse, and work over uneven or slippery terrain;
- Physical demands also include: constant reaching, frequent walking or sitting, frequent or prolonged standing; frequent grasping, bending/crouching.

TOOLS AND TECHNOLOGY

- Equipment utilized includes cash register, various medium and heavy motorized vehicles and equipment, hand and power tools, shovel, rake, etc.

VISION

Ability to see in the normal visual range with or without correction.

HEARING

Ability to hear in the normal audio range with or without correction.

WORK HOURS

As an FLSA-nonexempt part-time employee, work may include regular hours or of a temporary or on-call nature. The Transfer Station is open on Tuesdays (12-3.30 p.m.), Fridays and Sundays (8:00 a.m. – 3:30 p.m.), subject to change by management.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY: The Town of Wilmington is an Equal Employment Opportunity employer.

**Employee Acknowledgement:**

I have received and understand the requirements, essential functions and duties of this position.

Employee Signature \_\_\_\_\_

DATE \_\_\_\_\_

Town Manager Approval \_\_\_\_\_