

# Buildings & Grounds / Transfer Station Laborer | 50/50

## Town of Wilmington, Vermont

### Classification

Nonexempt.

### Salary

Hourly rate.

### Reports to

Highway Superintendent

### Date

April 21, 2025

### **Job Description**

#### SUMMARY

The Highway Department, Buildings & Grounds / Transfer Station Attendant | Split 50/50 is a Town of Wilmington employee under the direction and general supervision of the Highway Superintendent. Employees in this position are generally responsible for the neat and orderly maintenance of municipal grounds, buildings, and transfer station. In this role, employees advance safe and effective operations working independently and as a team member to meet operational goals, and in educating residents about proper waste management and recycling practices in a public setting. Employees are expected to demonstrate effective community relations and interpersonal skills, working cooperatively and collaboratively as a town employee, and able to work independently to provide highly responsible town services.

#### **Building & Grounds Maintenance (20 hours)**

Municipal Buildings (9): Town Hall, Highway, Wastewater Treatment Plant, Public Safety Facility, Water Dept. Building, Reservoir Building, Old Firehouse, Memorial Hall, and Library.

- Responsible for repairing, painting, lighting, maintenance, light carpentry, and to be generally accountable for maintaining safe, aesthetically pleasing and functional indoor spaces.
- Identify and recommend contractors, act as town's liaison, research and receive quotes, assist with bids, provide general oversight and assistance to contractors.
- Collect recyclables and/or trash, disposing of it appropriately.
- Responsible to keep fire exits clear of snow, shovel, salt/sand town building entry ways/walk ways, doorways, and maintain clear walkable public areas during/after snow storms.

Grounds: Tennis Courts, Buzzy Towne Park, River Bank Park, Lisle Hill Park, Green Mountain Beach, Parking Areas: Park & Ride – Dixon Lot on South Main St., Free Parking - Church St., Employee Parking - Church St next to Water Dept. Building, West Main Street Parking, MOOver Bus Stops (OSEC, Dixon Lot), and groundskeeping for all municipal buildings.

- Responsible for lawn mowing, trimming, weed eating, and generally responsible for maintaining safe, appealing and functional outdoor spaces. Winter snow removal, salting and sanding outdoor surfaces (i.e., sidewalks, walkways) to reduce injuries, as necessary.

- Inspect and collect excess trash around public trash receptacles, as needed.
- Responsible for maintenance and cleanliness of public sidewalks.

#### Highway

- Assist with labor, groundskeeping, snow shoveling, and snowplowing work, as necessary.

#### **Transfer Station (20 hours)**

- Management of the Transfer Station, and capped landfill; open Tuesdays (12 p.m.-3:30 p.m.), Thursdays & Sundays (8 a.m.-3:30 p.m.) (subject to change by management).
- Exhibit professional customer relations and education skills; assist customers, as needed.
- Handling money, selling permits (regular & seniors), collecting tipping fees (per bag charges), writing receipts, keeping logs, tracking/safely protecting/turn in money weekly, etc.
- Utilize basic math skills to collect fees.
- Operate and maintain equipment, such as compactor, backhoe, and other on-site equipment.
- Act as town liaison with trash haulers, organize and schedule emptying bins to avoid overfilling.
- Maintain a clean work space and transfer station grounds, daily.
- Mowing, weed eating, snow plowing, shoveling and sanding.
- Monitor compliance, use of signage, to ensure safety requirements.
- Able to operate or learn to operate POS (point-of-sale) system (i.e., register, computer, iPad).
- Work with Highway Supervisor and Admin. Assistant to improve efficiencies, accuracy, and make recommendations for improvements at the TS.

**The Buildings, Grounds & Transfer Station Attendant is a responsible team member working on all related activities 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.
- Calculate and collect appropriate fees for regular or senior permits.
- Requires selling, documenting and tracking permits.
- Requires the issuance of a receipt to all customers without exception, while collecting fees.
- Follows established policies to safeguard daily receipts and prevent loss or theft.
- Explain to the public, transfer station policies, procedures and fees of using transfer station.
- 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.
- Keep the office and site clean and orderly at all times, 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 and monitor compliance with all safety requirements.
- Inform, educate, and assist customers to dispose of materials or redirect to place materials in appropriate container(s).
- Monitor disposal of tires, refrigerators, etc. and stack with sense of order, and coordinate with vendor on pick-up times.
- Complies with all directives, municipal policies, state and 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.
- 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 math.
- Skill in providing a high level of customer service.
- Skill in performing manual labor.
- Ability to work independently, self-motivated.
- 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 emergency, and upon request.

#### RECOMMENDED MINIMUM QUALIFICATIONS

- High school diploma or equivalent, required.
- Relevant POS work experience, preferred.
- Valid Driver's License.

#### ENVIRONMENT

- Work is performed in both an indoor and outdoor environment, with access to a small office building at the Transfer Station, 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 and in a team.
- Must be able to exhibit basic math skills to conduct POS operations.
- 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.
- Must be comfortable in an environment that changes from periods of solitude to very busy work periods, such as at the Transfer Station

#### TOOLS AND TECHNOLOGY

- Equipment utilized includes Point-of-Sale (POS) system, 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 full-time employee, work may include regular hours typically 7:30 a.m. to 3:30 p.m., Sunday – Thursday, with expectations of availability related to storms, need or emergencies. The Transfer Station is open on Tuesdays (12-3.30 p.m.), Thursdays and Sundays (8:00 a.m. – 3:30 p.m.), subject to change by management. The base of operations is at the Highway Department during the week, and at the Transfer Station on weekends.

#### 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.

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**Employee Signature**

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**DATE**

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**Town Manager Approval**