
Part-Time Transfer Station Attendant

Nature of work:

This is repetitive manual work involving the operation of equipment to process refuse, debris and recycling at the Town Transfer Station.

An employee of this class is responsible for the operation of the Transfer Station facility; coordinating the disposal and transfer of refuse and debris; overseeing the recycling operation and assisting the public. Work is performed under the direction of the Transfer Station Site Supervisor and supervision of the Director of Public Services in accordance with established procedures and routines. Work is reviewed through discussion and observation of results obtained.

Essential Duties and Responsibilities:

Opens and closes transfer station gates according to schedule.

Verifies that each patron is a resident of the Town of China or Town of Palermo before disposal.

Directs incoming vehicles to proper dumping areas, checks for appropriate transfer station access passes.

Supervises separation of trash by users of the site. Maintains appropriate containers of materials for recycling, for example: newspapers, mixed paper, cardboard, plastics, and tin cans.

Explains transfer station procedures to public; monitors refuse to exclude disposal of prohibited materials.

Collects disposal fees as directed by the Select Board and accounts for all fees by receipt.

Responsible for daily cash receipts and daily balancing of monies. Must be able to make change, use a computer, process credit card payments and operate scale system.

Assists with the baling of recyclable items. Keeps facility clean and well maintained, picks up debris, cleans buildings and mows grass.

Assists with snow removal operations, shoveling, etc. when required.

Ability to work in a team environment, establish and maintain a level of professionalism and maintain effective working relationships with other employees and the public; be consistent in dealing with people; actively listen and be sensitive to others concerns, with or without being directly involved.

Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.

Maintains records of Transfer Station operations.

Assists in routine inspections/maintenance of equipment used at site.

Ensures safety procedures are followed; uses appropriate safety equipment including PPE and safety approved footwear during transfer station operations. Attends safety trainings.

Must report and document any incidents or near misses timely and in accordance with town requirements, whether there is damage or not.

Performs related work as may be required.

Requirements of Work:

Knowledge of the Town of China's Solid Waste Disposal and Solid Waste Flow Control Ordinances. Knowledge of Maine DEP rules and laws in respect to the Transfer Station.

Ability to maintain Transfer Station in accordance with rules and regulations.

Ability to operate a forklift, balers, skid steer, scale, glass crusher and computer.

Knowledge of hazards and applicable safety rules and regulations in equipment operation.

Ability to operate equipment skillfully and safely. Ability to detect need for mechanical servicing of equipment.

Ability to work outside in all types of weather.

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

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

Ability to maintain records and write neatly.

Training and Experience Required:

Sufficient educational background to perform job related duties. Functional Requirements: Physical strength and agility sufficient to perform the work of the class in lifting up to thirty pounds and standing and walking for prolonged periods.