

## ***Transfer Station Attendant Job Description Town of Vassalboro, Maine***

### **Nature of work:**

This is practical work involving the operations and maintenance of the Town Solid Waste Transfer Station facility.

Employee of this class is responsible to assist in the operation of the Transfer Station facility in accordance with State and local requirements, assisting in the practical work at the station and dealing with the public, rubbish haulers, and waste disposal services. Work is performed under the general supervision of the Transfer Station Manager in accordance with established procedures and routines. Work is reviewed through discussion and observation of results achieved.

### **Essential Duties and Responsibilities (examples of work – illustrative only):**

Verify that patron is a resident of the Town of Vassalboro before trash disposal.

Prepares recyclable products for shipment which may include some lifting.

Operates the Transfer Station equipment including the backhoe (if qualified).

Directs and assists citizens in the correct disposal of refuse materials.

Ensures all safety procedures are followed in the operation of the Transfer Station.

Performs routine maintenance on Transfer Station equipment and buildings.

Performs related work as required.

May be required to fill in as acting transfer station manager in the absence of the manager.

May be required to assist the Public Works department with flagging assignments, truck driving, and/or manual labor during slow time at the transfer station, which may include some shoveling and/or lifting.

### **Requirements of Work:**

Ability to maintain Transfer Station by performing maintenance tasks as assigned by the transfer station manager.

Knowledge of the operation of mechanical equipment, and the ability to detect the need for mechanical servicing of equipment.

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

Ability to operate equipment skillfully and safely.

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

Ability to establish and maintain level of professionalism and effective working relationships with the public and other Town employees and to communicate well with others.

Shared responsibility with the Transfer Station Manager for daily cash receipts. Must be able to make change and must be bondable.

Willingness to attend MDOT flagger training class to obtain certificate.

### **Training and Experience Required:**

High school graduation. Experience in the operation of a Transfer Station and a clean CDL Class B driver's license are a plus, but not required. Experience in successful backhoe operation, or willingness to learn.