



Job Description: **Transfer Station Attendant**

Location: Transfer Station

Department/Division: Joint Powers

Reports to: Transfer Station Superintendent

FLSA: Non-Exempt

Pay Range: 28

Definition: Under direct supervision sorts garbage, trash, and recycled materials; loads transfer trailers and over the road trucks; assists general public with questions.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Tasks:

- Separates wood, metal and chemicals from garbage; pushes wood into pile for chipping; pushes shingles and water sediments into pit; pushes grasses into a pile for future composting; pushes concrete and gravel into piles for storage
- Fills transfer trailers with correct weight; pulls out full transfer trailers and replaces with empty trailers.
- Loads recycling trailer with all recycling materials brought in by public and recycling route trucks.
- Performs routine maintenance on heavy equipment such as skid and pay loaders used at transfer station; operates skid loader, pay loaders and semi tractors in the performance of duties.
- Advises customer using the facilities.
- Assists with scale house and composting operations.
- Pushes snow at Transfer Station and may assist Streets with snow plowing and removal

Knowledges, Skills and Other Characteristics:

- Knowledge of EPA and state regulations related to solid waste disposal and recyclables.
- Knowledge of machinery, equipment and tools necessary for the maintenance and repair of heavy equipment and sorting of solid waste materials.
- Knowledge of personal computers and skill in the use of appropriate software
- Skill in inspecting a wide variety of heavy equipment and vehicles utilized in the moving and transporting of rubble and solid waste.
- Skill in understanding composting fundamentals



- Skill in the use of proper health and safety precautions when operating or working near hazardous and infectious waste.
- Skill in following written and oral instructions.
- Skill in utilizing public relations techniques in responding to inquiries and complaints.
- Skill in establishing cooperative work relationships with those contacted in the course of work.
- Skill in office and financial work
- Ability to train new employees
- Work Saturdays on a rotating schedule

Environmental Conditions: The following environmental conditions may exist while this person is performing their job task: dirt, dust, fumes, odors, excessive noise, wetness, humidity, welding flash, heat, cold, chemicals, and other unpleasant weather conditions.

Qualifications:

Required qualifications to effectively perform the job. An equivalent combination of education, training and experience will be considered. (Additional requirements may be designated by position.)

- High School Diploma or GED.
- Six (6) months full time equipment maintenance/operation and/or solid waste disposal work.
- Commercial Drivers' License – Class A within six (6) months of hire

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by personnel so classified. Management reserves the right to revise or amend duties at any time. Job description does not constitute a contract.

Physical Qualifications:

Below are activities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Definitions for the listed activities are defined by the American with Disabilities Act. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- This will be medium work physically with exertion up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently.



- Regularly required to reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear, have repetitive wrist, hand and/or finger movement.
- Occasionally required to climb, stoop, kneel, crouch, and/or crawl.
- Must have close visual acuity.

Work Environment:

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job as defined by the Americans with Disabilities Act.

- Subject to both inside and outside environmental conditions including extreme cold and heat.
- Subject to noise and a loud work environment.
- Subject to vibration.
- Subject to work hazards.
- Subject to atmospheric conditions (fumes, odors, dust, mists, gases, or poor ventilation).
- Function around prisoners.
- May be required to wear a respirator.
- May be required to work in confined spaces with a wet and humid environment.
- The following environmental conditions may exist while this person is performing their job task: dirt, dust, fumes, odors, excessive noise, wetness, humidity, welding flash, heat, cold, chemicals, and other unpleasant weather conditions.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by personnel so classified. An employee will also perform other related job responsibilities as assigned. Management reserves the right to revise or amend duties at any time. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, functions, and requirements.

Driver's license requirement:

Essential

Non-essential

CDL required