

TOWN OF WINDSOR
JOB DESCRIPTION
TRANSFER STATION ATTENDANT

Nature of work:

This is manual work involving the operation of equipment to process refuse and debris.

The employee is responsible for the operation of the Transfer Station facility; coordinating the disposal and transfer of refuse and debris; overseeing the recycling operation; and dealing with the public. Work is performed under the general direction of the Town Manager in accordance with established procedures and routines. Work is reviewed through discussion and observation of results obtained.

Essential Duties and Responsibilities: Examples of Work (Illustrative Only):

- ✓ Opens and closes landfill gates according to schedule.
- ✓ Directs incoming vehicles to proper dumping areas, checks for appropriate dump stickers.
- ✓ Weighs all Municipal Solid Waste and inputs into the cash register.
- ✓ Does cash up at the end of the day with balancing to the Cash Register tape and brings bags to the Town Office and put in drop box.
- ✓ Performs routine maintenance of equipment used at site.
- ✓ Supervises separation of trash by users of the site.
- ✓ Keeps transfer station clean, picks up debris, cleans building and mows grass.
- ✓ Maintains appropriate piles of materials for recycling.
- ✓ Explains Transfer Station procedures to general public; monitors cargo to prohibit disposal of prohibited materials.
- ✓ Ensures safety procedures are followed; uses appropriate safety equipment during Transfer Station operations.
- ✓ Burns materials at dump under appropriate conditions; notifies Fire Department when burning.
- ✓ Performs related work as may be required.

Requirements of Work:

- ✓ Ability to maintain Transfer Station in accordance with rules and regulations.
- ✓ Working knowledge of the operation and maintenance of mechanical equipment together with the ability to make minor repairs and adjustments and to do necessary servicing work.
- ✓ 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 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.

Training and Experience Required:

- ✓ Sufficient educational background to perform job related duties.

Necessary Special Requirements:

- ✓ Physical strength and agility sufficient for performing the duties of the job.