

**TOWN OF WINDSOR**  
**JOB DESCRIPTION**  
**TRANSFER STATION ATTENDANT**

***Nature of work:***

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

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 Transfer Station Supervisor 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 Transfer Station/Public Works gates according to schedule when the Transfer Station Supervisor is unable.
- ✓ Directs incoming vehicles to proper dumping areas.
- ✓ Weighs all Municipal Solid Waste and inputs into the cash register.
- ✓ Maintains records and does a cash-up at the end of the day with balancing to the cash register tape. Bring overnight cash bags to the Town Office and put in drop box when Transfer Station Supervisor is unable.
- ✓ Ensures safety procedures are followed; uses appropriate safety equipment and wears a safety vest during Transfer Station operational hours.
- ✓ Performs routine maintenance of equipment used at site.
- ✓ Supervises separation of trash and recycling by users of the site.
- ✓ Keeps Transfer Station clean, picks up debris, cleans building and mows grass.
- ✓ Maintains appropriate piles of materials for recycling, for example, newspapers, glass by color, cans etc.
- ✓ Maintains records of Transfer Station operations.
- ✓ Explains Transfer Station procedures to the general public; monitors cargo to prohibit disposal of prohibited materials.
- ✓ Ensures safety procedures are followed; uses appropriate safety equipment during Transfer Station operations.
- ✓ Separates wood debris and burns wood products when necessary. Burns brush pile at the Transfer Station under appropriate conditions; notifies the Town Office and Fire Department when burning.
- ✓ Assists in snow plowing/removal operations when required.
- ✓ May operate the Transfer Station equipment including the backhoe/loader and compactors.
- ✓ Performs related work as may be required or given by the Transfer Station Supervisor or Town Manager.

***Requirements of Work:***

- ✓ Ability to maintain the Transfer Station in accordance with all 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.

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- ✓ Knowledge of hazards and applicable safety rules and regulations in equipment operation.
- ✓ The ability to operate equipment skillfully and safely.
- ✓ The ability to detect need for mechanical servicing of equipment.
- ✓ The ability to understand and carry out oral instructions and to work independently in the performance of routine duties.
- ✓ The ability to establish and maintain effective working relationships with the public and other Town employees.
- ✓ The ability to maintain records as required by the Transfer Station Supervisor and Town Manager.
- ✓ All complaints must be in writing.

***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.

***Exceptional Experience or qualifications:***

- ✓ Having a CDL License (able to help support the Public Works Department as needed with plowing/sanding and flagging).