

TOWN OF CANTON

TITLE: Part Time Transfer Station Attendant **CLASS:** Non Union - Hourly
DEPARTMENT: Public Works /Transfer Station **DATE:** June 1, 2019

POSITION DESCRIPTION

The Part Time Transfer Station Attendant oversees the operations and maintenance of the Town Transfer Station. This position is responsible for the operation of the Transfer Station facility in accordance with State and local requirements, the maintenance of all operational records and assists in coordinating operations with haulers and waste disposal services. Works under the general direction of the Director of Public Works: Performs outdoor activities and assists the public as required to ensure proper and authorized utilization of the facility. This position is responsible for assisting in educating members of the public about recycling and waste reduction.

SUPERVISION RECEIVED

This position works under the general direction of the Director of Public Works, who shall assign general work areas and specific tasks as necessary. Responsibilities are carried out with considerable independence and judgment to reach desired results. Work is reviewed for assurance that desired results are obtained.

SUPERVISION EXERCISED

This position supervises the Transfer Station staff.

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

The following statements describe the principle functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas of Public Works as may be assigned by the Director of Public Works.

- Opening, overseeing and closing of the Transfer Station.
- Ability to supervise and direct the work of the Transfer Station staff.
- Ability to understand and carry out oral instructions and to work independently in the performance of routine duties.
- Inspects all waste entering Transfer Station. Visually checks for permits and determines load size and type. Collects tokens based on fee schedule.
- Maintains records of Transfer Station operation, schedules delivery and removal of storage containers, and makes arrangements for final disposal of all refuse/recycling at the Transfer Station.
- Prepares recyclable products for shipment which may include some lifting, and makes arrangements for removal of recyclable products.
- Assists public by providing information related to recycling issues and directing members of the public to proper refuse/recycling containers and drop off areas. Assists members of the public unloading waste items and recyclables from vehicles.
- Maintains site security by ensuring that the public remains in designated areas to prevent salvaging.
- Ensures all safety procedures are followed in the operation of the Transfer Station. Knowledge of hazards and applicable safety rules and regulations in equipment operation.
- Performs snow and ice control and removal procedures including plowing, sanding, spreading deicer materials, shoveling sidewalks/steps, operating snow thrower, and assisting in all phases of winter work.

- Operates Transfer Station equipment including the loader. Ability to operate equipment skillfully and safely.
- Maintains cleanliness of Transfer Station including but not limited to compactors and roll-off container areas, sidewalks, roads, and general site by sweeping and picking up trash. May perform grounds care, including the operation of small equipment such as blowers, lawn mowers, weed whackers, etc.
- Performs routine maintenance on Transfer Station equipment. Knowledge of the operation and maintenance of mechanical equipment together with the ability to make repairs and adjustments and to do necessary servicing work. Ability to detect need for mechanical servicing of equipment.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.
- Provide excellent customer service to members of the general public and other Town employees. Personal contact occurs with other employees of the unit, employees of other departments in the Town, citizens, and customers of the department. Service is provided in person or by phone contact.
- Observes performance of equipment and reports malfunctions
- Follows all standard safety procedures and regulations.
- Reports tasks accomplished orally or on written work order to Supervisor.
- Performs general DPW tasks outside of the Transfer Station such as field, road and building maintenance when directed by the Public Works Director.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of and proper use of and operation of all equipment related to this position, as well as the knowledge of and proper use of machinery associated with the Transfer Station shall be required. To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements are representative of the required knowledge, skills, and abilities.

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence and reports.
- Ability to effectively present information in one-on-one and small group situations to the public, clients, and other employees of the organization.
- Ability to use a computer, working with Word and Excel.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Requires some judgment in selection of procedures, methods, or tools, equipment to accomplish tasks.
- Ability to communicate courteously and effectively with members of the general public.
- Ability to work in various weather conditions for extended periods of time.
- Ability to remain calm in stressful conditions.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering large organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs duties in varying combination of office, motor vehicle/loader and jobsite environments.
- Ability to traverse rough terrain, including use of personal protective equipment.
- Requires the ability to sit at a desk or to stand and work continuously for extended periods of time.
- Requires full range of body motions, manual and finger dexterity and eye and hand coordination.
- May require additional hours beyond regularly scheduled work day to meet cyclical workload.
- Ability to observe and interpret situations and read and interpret data, information and documents.
- Ability to analyze and solve problems; use math and mathematical reasoning.
- Ability to lift up to 50 pounds including the ability to move large bulky items.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to get into and out of a motor vehicle/loader.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/assignments given to self and others over long periods of time.
- Ability to work in poor weather conditions, including heat, cold, rain, or snow.
- Must be able to walk on rough terrain.
- Ability to talk and hear, both in person and by telephone.
- May be exposed to moving mechanical parts, toxic or caustic chemicals, fumes or airborne particles, and continuous loud noises.

WORKING CONDITIONS

While performing the duties of this job, the employee may be exposed to all outdoor weather conditions including but not limited to snow, sleet, rain, and extreme cold/hot humid conditions. You may also be exposed to moving mechanical parts, toxic or caustic chemicals and fumes or airborne particles. The typical noise level for this environment is loud.

MINIMUM QUALIFICATIONS REQUIRED

High School diploma or general education degree (GED)

LICENSE OR CERTIFICATE

- Possess a valid Connecticut Drivers License and the ability to attain Connecticut Solid Waste Landfill/Transfer Station/Volume Reduction Facility Certificate.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date