

## **ASSISTANT TRANSFER STATION ATTENDANT**

### **JOB SUMMARY**

Assists the Transfer Station Attendant with performance of routine work of a semi-skilled nature in operating the Town Transfer Station/recycling facility.

### **SUPERVISION RECEIVED**

Activities are conducted with considerable operational independence under the general supervision of the Transfer Station Attendant who evaluates work by observation and response from the public. Reports through the Transfer Station Attendant for time off requests and sick time to allow the scheduling of a part-time substitute employee to fill in. As an alternative, there are Highway Technicians who are certified to cover at the Transfer Station if scheduled in advance with the Road Agent.

### **SUPERVISION EXERCISED**

Occasionally a part-time substitute employee is called in to help the Assistant Transfer Station Attendant when the Transfer Station Attendant is absent. The Assistant Transfer Station Attendant would guide and oversee the substitute employee's performance.

### **EXAMPLES OF ESSENTIAL DUTIES**

(The listed examples are illustrative only, and may not include all duties found in this position.)

1. Knows, understands, and implements the solid waste/recycling facility operating rules and procedures, including those of the New Hampshire Department of Environmental Services and the Federal Environmental Protection Agency.
2. Monitors access to solid waste disposal facility; assures that users have a permit to utilize the facility. Conducts visual inspection of loads as needed to prevent disposal of prohibited materials.
3. Assists users in the appropriate disposal of refuse; answers questions from users. Instructs new residents in the proper use of the facility.
4. Maintains the cleanliness and neatness of the facility, using brooms, rakes, and shovels, as necessary. Removes snow as necessary to maintain access to the facility.
5. Maintains the recycling area and insures the proper disposal and classification of all recycled materials. Supervises and sorts cardboard, newspaper, aluminum, and other recyclables; stores and prepares them for transport.
6. Charges and collects fees and turns money over to the Selectmen's Office. Provides receipts for items that are sold. Interacts with Transfer Station Attendant when submitting payroll, time-off requests and when calling in sick. Interacts with Selectmen's Office staff when submitting accounting slips with coupon receipts and funds collected, communicates time taken to go to classes and the process of paperwork.
7. Uses trash compactor in course of duties in order to condense waste materials and recyclables to maximize loads. Works with Highway Department in maintaining backhoe and obtaining fuel for equipment.

8. Takes responsibility in the absence of the Attendant to handle situations such as contacting the hauling subcontractors to pick up containers sooner if full, keeping all travel-ways clear of debris and safe during winter time by applying necessary applications of sand when the Highway crew is unable to, and contacting proper authorities when an emergency arises.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of methods, materials, and equipment used in municipal solid waste operations; knowledge of hazards and safety precautions common to machinery and equipment utilized in the solid waste industry; knowledge of State and Federal regulations and procedures pertaining to solid waste disposal; knowledge of weights and measures. Skill in the use of trash compactors and backhoe; skill in basic math computations. Ability to make minor repairs on solid waste facility equipment; ability to communicate effectively; ability to establish good community relations; ability to establish and maintain effective working relationships with employees and the public.

### **MINIMUM QUALIFICATIONS**

High school diploma or equivalent. Some experience in transfer station/recycling operations; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities; AND possession of a Level I New Hampshire Department of Environmental Services Solid Waste Operator's Certificate. Possession of a valid New Hampshire driver's license.

### **PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; for doing the job effectively and correctly, sight is required; and for detecting unusual odors that indicate the presence of harmful fumes, the incorrect operation of equipment, etc., smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (up to 75 lbs.) and in performing work. Regularly works outdoors under hazardous conditions in varying and extreme weather conditions with exposure to noxious odors, fluids, and materials, as well as household garbage, refuse, dirt, dust, and other disagreeable materials. Physical demands include standing and walking for the majority of the work day; standing and walking on rough, wet, slippery surfaces, including dirt, asphalt, and concrete; and traversing rough terrain. Exposure to noise and minor injuries such as cuts and bruises; exposure to long periods of sunlight, insects, and bees.