

# Town of Phillips

## Transfer Station Attendant II- Part-time

### **Nature of work:**

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

Employee of this class is responsible for the maintenance and operation of the Transfer Station facility; coordinating the disposal and transfer of refuse, debris and recycling; overseeing the recycling operation; dealing with the rubbish haulers, the public and maintaining records. Work is performed under the general direction of the Town Manager. Work is reviewed through discussion and observation of results obtained.

### **Essential Duties and Responsibilities:**

Has knowledge of the process to Open and close transfer station gates according to schedule. Assist with coverage if needed.

Checks for appropriate transfer station stickers and monitors cargo to prohibit disposal of prohibited materials.

Determines load-size, charges appropriate fee. Assists with daily cash up as needed.

Performs routine daily activities at the site.

Supervises separation of trash by users of the site.

Assists with maintaining appropriate piles of materials for recycling.

Explains Transfer Station procedures and fees to general public.

Assists with record maintenance of Transfer Station operations.

Assists with compiling reports to Maine DEP; comply with DEP regulations.

Assists with ensuring State and Federal safety procedures are followed; uses appropriate safety equipment during Transfer Station operations.

Follows the Town of Phillips' Operating Procedure Manual.

Ability to establish and maintain effective working relationships with the general public and other Town employees.

Assists with transfer station grounds maintenance; plowing, shoveling, mowing, string trimming and clean up of grounds on a daily basis.

Assist with keeping containers clear of snow and ice.

Assists with keeping buildings in tidy order; regularly clearing items meant for disposal.

Performs related work as required.

### **Requirements of work:**

Ability to maintain Transfer Station in accordance with Town, State and Federal rules and regulations.

Working knowledge of the operation and maintenance of mechanical equipment and assist with the minor repairs and adjustments and necessary servicing work.

Observes and accomplishes safety procedures at all times.

Knowledge of safety rules and regulations in the operation of transfer station equipment.

Attends approved training classes as required by State and Federal Governments.

Ability to operate equipment 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.

Ability to maintain accurate records.

Ability to be called in during non-regular hours.

Maintain a tidy, safe transfer station. Maintain an organized Universal Waste/Swap shop/tool room.

Refrain from hoarding or placing items meant for disposal in storage for pick up at another time.

### **Training and Experience Required:**

High School Diploma or GED is required. Previous transfer station experience is preferred.

### **Necessary Special Requirements:**

Physical strength and agility sufficient for performing the duties of the job. Employee is required to have and maintain a valid Maine driver's license. Commercial Driver's License (CDL) preferred. Ability to operate all equipment necessary to the transfer station.