



## **TOWN OF CHESHIRE**

### **Transfer Station Attendant**

#### **Definition/Scope of Duties**

This Transfer Station Attendant operates the Transfer Station and recycling operations.

#### **Supervision**

Works under the general direction and supervision of the Highway Superintendent.

Performs responsible duties requiring the exercise of some judgment and initiative in performing responsibilities and completing assigned tasks according to a prescribed time schedule; most work is performed independently.

The Employee is not responsible for the regular supervision of any Town employees.

#### **Work Environment**

Work is performed outdoors under extremes of heat and cold, and weather extremes.

Makes frequent contacts with residents of the Town of Cheshire; contacts involve discussing routine information.

Errors could result in damage to buildings and equipment, injury to self and others, and create some hazards to public safety.

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

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Monitor stickers making sure all vehicles have one affixed
- Instruct public as to quality of recycling sort
- Complete activities of running the transfer station, including collecting money and making change, compacting recyclables, breaking up materials, moving and reorganizing materials.
- Police recycling and other transfer station activities, help residents as needed
- Operate trash compactor
- Keep Transfer Station and Recycling Center neat and operating in an orderly fashion



- Maintain equipment as needed
- Report needs and issues to Highway Superintendent
- Be responsible for attendance at work as assigned

### **Nature and Purpose of Public Contact**

The majority of interaction is with members of the public that requires courtesy and tact in order to maintain effective working relationships.

### **Occupational Risk**

Duties generally present occupational risks: injuries may occur from the improper use of maintenance equipment and materials and exposure to hazardous chemicals that could result in loss of time from work. Examples of injury include severe muscular strains from working with extremely heavy material for long periods of time, fall from heights in excess of three feet. Special safety precautions, training, or protective clothing such as gown, coats, gloves, glasses, hard hats, or boots may be required to carry out duties in a safe and effective manner.

### **Recommended Minimum Qualifications**

#### ***Education and Experience***

High school diploma, or an equivalent combination of education and experience.

#### ***Knowledge, Ability, and Skill***

- Familiarity with solid waste disposal regulations a plus.
- Ability to interact with the public tactfully and effectively.
- Ability to follow proper methods, procedures and safety precautions.
- Communication skills.
- Willingness to have a tetanus shot.

### **Physical Requirements**

#### ***Physical and Mental Requirements:***

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*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 position's essential functions.*

**Physical Demands:** Work requires the exercise of physical strength and effort daily, such as, lifting heavy objects (over 60 lbs., but less than 100 lbs.), carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.

**Motor Skills:** Position requires the employee to exercise basic motor skills for activities such as the use of cleaning equipment and the operation of motor vehicle.

**Visual Demands:** The employee is required to routinely read documents for general understanding and the operation of building maintenance equipment in a safe and effective manner.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

Approved: