



## ***Town of Eliot*** ***Public Works Department***

476 Dow Highway  
Eliot, Maine 03903

**Phone: (207)-439-9451 • Fax: (207)-439-7017**

*Joel C. Moulton, Public Works Director*

### **TOWN OF ELIOT** **Job Description**

**Job Title:** Transfer Station Attendant  
**Department:** Public Works Department  
**Reports To:** Public Works Director  
**FLSA Status:** Non-Exempt

**GENERAL SUMMARY:** The Transfer Station attendant must have good communication skills and can interact with the public in a polite and professional manner. The attendant must have or ability to understand the knowledge of municipal solid waste disposal and recycling. The attendant must report any/all issues, concerns, and receives and fields comments from the public regarding only transfer station operations and reports back to the Public Works Director/ Lead Attendant (in the Director's absence). The candidate is also responsible for general maintenance for the building and grounds and bailing of recyclables. This position is not a supervisory position.

#### **ESSENTIAL JOB FUNCTIONS:**

- Pre-inspections and general maintenance of transfer station equipment. Reports major repairs and servicing needs to Public Works Director and Mechanic.
- Ability to operate transfer station equipment up to and including bailers, trash compactors, glass crushers, bobcat skid steer, and any and all landscape tools ( lawn mower, grass trimmer, etc.)
- Working knowledge to perform winter maintenance with a bobcat skid steer and snow blowers.
- Responsible for notifying the Public Works Director/ Lead Attendant (in the Director's absence) of any and all hazardous or potential hazards pertaining to traffic control or pedestrian access at the transfer station
- Ability to perform any physical labor up to and including shoveling, raking, lifting (50 pound minimum), etc. for extended periods of time
- A knowledge of general maintenance and building repair tasks
- Experience or knowledge of how transfer station equipment operates to trouble shoot mechanical issues is a plus
- Responsible for assisting with winter maintenance operations for maintaining the clear passage of the travel lanes, pedestrian access, and accessibility to containers and equipment for disposal operations during and after a winter storm event.

#### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED:**

- Ability to perform physical activities which may require some minor exertions (shoveling, raking, lifting (minimum of 50 pounds), etc.
- Familiar with the practical use of some carpentry and mechanical tools
- Ability to attend any required courses and seminars

**EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent
- Current (valid) driver's license

**WORKING CONDITION/PHYSICAL DEMANDS:**

- Ability to work in any and all weather conditions
- On-call duty
- Excellent/Good physical condition

*The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required.*

**External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

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**Approval**

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**Date**