

**Town of Eliot, Maine
Job Description**

Position Title:	Transfer Station Attendant	Proposed Grade Level:	Union Contract
Department	Public Works	Date:	07/2019
Reports to:	Public Works Director	FLSA Status	Non-Exempt

Statement of Duties: The Transfer Station Attendant is responsible for the efficient operation of the transfer station, including the operation of the compactor; directs the entrance and exit, loading and unloading of vehicles compacting trash, refuse and garbage into transfer trailers for further transportation. Weighs and records amounts of refuse received and compacted... The employee is required to perform all similar or related duties.

Supervision Required: Under the direct supervision of the Public Works Director, clear, detailed and specific instructions govern the work or are explained with each assignment. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the guidelines or instructions. The supervisor maintains control by reviewing the work in progress or upon completion of assigned work tasks.

Supervisory Responsibility: The employee, as a regular part of the job, is not required to supervise other employees.

Confidentiality: In accordance with the State Public Records law, the employee does not have regular access to confidential information of the department.

Accountability: The nature of work or the operation of large, complex, or potentially dangerous equipment increases the probability that errors could be serious. Consequences of errors, missed deadlines or poor judgment may include *significant* monetary losses, waste of materials, damage to buildings, equipment.

Judgment: Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity: Work consists of routine or repetitive tasks and/or operations with few Variations in established standard operating procedures.

Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, hazardous materials, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. The employee may be required to work beyond normal business hours in accordance with the transfer station's hours of operation.

Nature and Purpose of Public Contact: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

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Occupational Risk: Duties may involve frequent, recurring exposure to hazardous conditions, such as operating dangerous equipment such as a bobcat or trash compactor and being exposed to hazardous materials, toxic chemicals or communicable diseases contained in solid waste materials that are brought to the transfer station. Job frequently entails the possibility for serious injury or exposure to conditions which could result in total permanent disability or loss of life. Extreme care and following established safety precautions is required at all times in order to prevent injuries and ensure proper operation of the facility.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Opens and closes gates at the transfer station proper opening and closing times; checks condition of all sections daily before the start of daily operation of the transfer station;

Performs pre-inspection and general maintenance of transfer station equipment including the trouble shooting of potential problems in making adjustments; lubricating, making minor repairs; ensures that all items are sorted and deposited in their proper places in accordance with DEP regulations and department operating procedures and policies.

Assists customers in determining and locating correct places to dispose of items in accordance with the department's standard operating procedures and state law; Collects and processes funds received.

Responsible for notifying the Public Works Director or Lead Attendant (in the Director's temporary absence) of any and all hazardous working conditions or potential hazards.

Completes and files damage, accident or major repair reports as necessary; creates and posts signs providing direction to ensure for the safe and efficient operation of the facility.

Responsible for assisting with winter maintenance operations for maintaining clear passage of travel lanes, pedestrian access and accessibility to containers and equipment for disposal operations during and after a winter storm event.

Required to attend training sessions to stay abreast of updates or changes in occupational safety requirements and is required to maintain physical condition in order to carry out the essential functions of the position in a safe and effective manner.

Recommended Minimum Qualifications:

Education and Experience: Must have a High School diploma or equivalent to an apprentice level of trade knowledge, a minimum of up to one (1) year prior work experience; or an equivalent combination of education and experience.

Special Requirements: As a condition of employment, the employee is required to pass a pre-employment physical examination.

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Knowledge, Abilities and Skill:

Knowledge: Knowledge of the operation of transfer station equipment and department machinery in a safe and efficient manner. Knowledge of hazards and safety precautions in accordance with OSHA guidelines involved in operating special and heavy motor equipment; knowledge of standard safety precautions used in working with large machinery such as trash compactors, and recycling equipment; ability to use the standard hand tools, hand-held electronic tools. Knowledge of state laws and regulations pertaining to the recycling of items including hazardous materials. Knowledge of general building maintenance and repair tasks and operating practices.

Abilities: Ability to adhere to safety precautions and perform duties in a timely manner. Ability to operate and make routine repairs to transfer station equipment and machinery including but not limited to bailers, trash compactors, glass crushers, bobcat skid steer and snow blowers. Ability to understand and follow oral and written instructions. Proficient mechanical ability to work efficiently and safely with department equipment. Ability to use the standard hand or power tools and the hand-held electronic tools; ability to deal effectively with the public.

Skills: Proficient customer service skills and operation of department equipment in a safe and efficient manner. Good judgment and effective oral communication skills.

Physical and Mental Requirements

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 some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects such as department equipment and tools and carrying them. The work assignments require extended physical effort over a significant portion of the work day.

Motor Skills: Duties may involve a high degree of intense mental concentration together with hand and eye coordination to reach, push or pull department equipment, recyclable materials, and/or supplies

Visual/Auditory Skills: The employee is rarely required to read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

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.