

# **Town of Truro**

## **Job Description**

### **Assistant Transfer Station Attendant**

**Title:** Assistant Transfer Station Attendant  
**Classification Code:** L8  
**Reports to:** DPW Director

**Salary Basis (Hourly):**  
**(AFSCME union)(fy12 realignment)**

#### **Weekly Hours:**

Average work week is forty (40) hours. Works under the general direction of the Transfer Station Attendant; in the absence of the Attendant, performs all duties of the Attendant.

#### **Job Environment:**

Work is performed in the field under variable weather conditions with frequent exposure to hazards associated with use of heavy equipment and working near moving mechanical parts; will be required to wear safety equipment as needed; nature of work may require weekend and evening duty.

Operates a variety of types of equipment which includes light trucks and related equipment, and numerous types of hand and power tools; may operate heavy trucks and equipment used in the recycling process.

Makes frequent contact with the general public which requires common courtesy; makes frequent contact with the other DPW divisions; contacts involve receiving and disseminating routine information and explaining routine procedures.

Errors could result in environmental damage, danger to the public health and safety, and adverse public relations.

#### **Definition:**

Supervisory and manual work in the operation and maintenance of the town's transfer station; all other related work as required.

Performs duties of a routine, but responsible nature requiring the exercise of independent judgment in the assignment of personnel and work priorities within policy guidelines including the operation and maintenance of a variety of public works equipment

### **Specific Duties:**

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.

1. Controls traffic flow; instructs patrons in the proper disposal of refuse and recyclable materials; in the absence of volunteers from the Recycling Committee, operates the recycling areas.
2. Assists the Transfer Station Attendant, when a situation warrants additional help, and as time allows.
3. Maintains the area in a neat and tidy manner.
4. Inspects equipment according to prescribed checklist prior to operation to ensure that all controls and safety devices are functioning properly; lubricates and makes minor adjustments to equipment as necessary; reports major problems to supervisor so repairs can be made.
5. Performs transfer station duties as the situation dictates, when not assigned to equipment operation.
6. Ensures that all users are provided with safe access to the facility; maintains a familiarity with operational and safety manuals.
7. Inspects vehicles bringing refuse to the transfer station to ensure they are authorized to use the transfer station; collects fees and issues stickers and commercial coupons; monitors commercial refuse disposal.
8. Enforces regulations by watching the activities of those using the transfer station; forbids disposal of all unacceptable materials or substances; makes sure materials are deposited in the proper location for transfer station or recycling areas; ensures that yard waste is properly composted and recycling procedures are followed.

### **Desired and Required Qualifications:**

1. General knowledge of transfer station procedures and operations. Knowledge of recycling rules and procedures.
2. Ability to deal with the public effectively and tactfully. Ability to carry out instructions and to work independently.
3. Ability to interpret and enforce transfer station regulations. Ability to maintain accurate financial and maintenance records for the transfer station operations.
4. High School diploma or equivalency; three years' experience in the operation of heavy equipment at a transfer station; two years' experience in transfer station maintenance activities; one year of experience in light equipment operation and truck driving, or any equivalent combination of education and experience.

5. A Massachusetts Class A Commercial Driver's License preferred, with Air Brake Endorsement. Hoister's License preferred.
6. Thorough knowledge of the use and maintenance of all types of equipment used at the transfer station; working knowledge of transfer construction and maintenance procedures. Working knowledge of the occupational hazards and safety precautions.
7. Ability to read and write English; ability to carry out oral and written instructions; ability to interact positively with the public and fellow workers; must be willing to lend assistance where needed.
8. Must be dependable and possess a good work attitude.
9. As per CDL requirements, if applicable, must successfully pass drug and alcohol screening.

**Physical Requirements:**

1. Moderate to strenuous physical effort generally required during all types of weather conditions. Eyesight and hearing at or correctable to "normal ranges," in order to detect visual and audible warnings. Frequent bending, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, standing and walking; using hands to manipulate/operate tools or controls, and reach with hands and arms. Required to work and stand for long periods of time during work shift and move material weighing more than 75 pounds many times during each work day. May be required to conduct simple repair work to transfer station equipment. Required to use rake and broom at the transfer station.

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

8/01; 02; 5/04; 7/06; rates 5/11;8/11; 11/13; fy15 july 15