

**ASSISTANT TRANSFER STATION ATTENDANT**  
**CLASSIFICATION: Grade 1**

**Position Purpose:**

The purpose of this position as Assistant Transfer Station Attendant is to perform a variety of routine and repetitive tasks as a member of the crew at the Transfer Station; performs all other related work as required.

**Supervision:**

*Supervision Scope:* Functions are generally well defined and limited in scope but which may involve some judgment and initiative in determining method of completion.

*Supervision Received:* Works under the general supervision of the Transfer Station Attendant or Foreman or Public Works Director, referring all questionable cases and problems to supervisor.

*Supervision Given:* May supervise some personnel or volunteers.

**Job Environment:**

The majority of work is performed outdoors with exposure to extremes of heat and cold temperatures and inclement weather. Incumbent is subject to the hazards associated with working at a Transfer Station and around heavy equipment. Work environment is very loud. Has exposure to hazardous materials/fumes from recycling oil, gas, antifreeze and automotive batteries. Nature of work may require weekend.

Regularly operates various types of equipment including: light trucks and related equipment, as well as hand and power tools, a computer, telephone, and other standard office equipment.

Interacts constantly with the public. Contacts generally involve an information exchange dialogue.

Errors in judgment may result in time loss and delay, cause damage to buildings and/or equipment, result in serious personal injury and injury to others, and have legal repercussions.

**Essential Functions:**

*(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.)*

Utilizes Transfer Station software to complete transactions, monitor valid permits, monitor scales, produce reports, etc.

Controls traffic flow; instructs patrons in the proper disposition of refuse and recyclable materials.

Adheres to all OSHA and safety protocol.

Assists with opening and closing the Transfer Station.

Assists with the day-to-day operation of the Transfer Station.

Assists with maintenance of daily records of Transfer Station operations.

Ensures that all users are provided with safe access to the facility; maintains a familiarity with operational and safety manuals. Maintains the area in a neat and tidy manner. Mows grass, trims shrubs, rakes, spreads loam and grass seed and picks up debris. Plows roads and sidewalks using light trucks and shovels.

Inspects vehicles bringing refuse to the Transfer Station to ensure they are authorized to use the Transfer Station; collects fees; monitors commercial refuse disposal; directs the general public to the appropriate recycling location depending on the type of recyclable materials.

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 to SEMASS or recycling.

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.

Required to perform all duties of a Laborer when needed.

Performs similar or related work as required, directed or as situation dictates.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

High School diploma; three years' experience in the operation of heavy equipment at a transfer station; or any equivalent combination of education and experience.

#### **Special Requirements:**

Possession of a valid motor vehicle operator's license. Class A Drivers License required.

Possession of a MA Class 2A, 1C Hoisting License Required.

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

*Knowledge:* Thorough knowledge of the materials, methods and techniques relative to recycling projects/programs; Knowledge of the use and maintenance of all types of equipment used at the transfer station; working knowledge of transfer maintenance procedures.

*Ability:* Ability to follow detailed oral and written instructions given by supervisor. Ability to communicate effectively verbally with supervisor, and the public. Ability to follow proper methods, procedures and safety precautions.

*Skill:* Skill in operating above-mentioned equipment. Proficient in writing/reading the English language. Excellent verbal communication skills required. Professional, courteous interpersonal skills for interactions with the public and with fellow co-workers required. Proficient in use of computers.

**Physical 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 essential functions.*

Regularly required to exert strenuous physical effort during all types of weather conditions. Frequently required to move heavy loads (more than 75 pounds) without machine assistance many times during each work day. Frequently required to access areas low to ground and areas accessible by ladder. Occasionally required to maintain a stationary position. Frequently required to traverse around buildings, grounds and facilities, often with uneven terrain. Regularly required to detect visual and audible warnings, read and understand signage, identify objects and materials to be properly disposed of. Regularly required to share information verbally or in writing with members of the public. Regularly required to operate tools and controls, including machinery, computer, telephone, cleaning equipment, Transfer Station equipment, etc.

*(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.)*