

# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

**Department of Public Works**  
***Assistant Transfer Station Attendant/Assistant***  
***Custodian Classification: G-1***

**Position Purpose:**

The purpose of this position is to complete manual and administrative work in the operation of the Town's Transfer Station and to provide maintenance and custodian responsibilities of all non-school buildings and grounds of the town, including but not limited to the Truro Town Hall, Community Center, Library, Public Safety Facility, DPW garages, office buildings, and any other buildings and their surrounding grounds.

**Supervision:**

*Supervision Scope:* 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.

*Supervision Received:* Works under the general direction of the DPW Director and receives direct supervision from the Transfer Station Attendant from May 1 through October 31. In the absence of the Attendant, performs all duties of the Attendant. Works under the direct supervision of the Head Custodian from November 1 through April 30.

*Supervision Given:* None.

**Job Environment:**

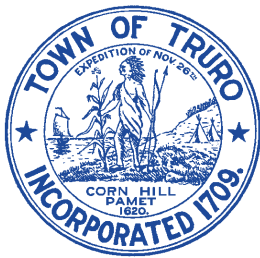
The average work week is forty (40) hours. The work week may include weekend shifts. Daily start time varies seasonally.

Work is performed both indoors and outdoors under variable weather conditions with frequent exposure to hazards associated with the 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 to include snow removal.

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 and in the building custodian/maintenance environment.

Makes frequent contact with the public which requires common courtesy; makes frequent contact with the other DPW divisions; contacts involve receiving and disseminating routine information and explaining routine procedures. Contacts are in person, in writing, and by telephone or email.

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



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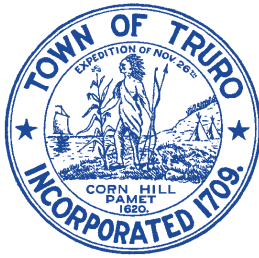
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**Essential Functions:**

*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.*

1. Controls traffic flow; instructs patrons in the proper disposal of refuse and recyclable materials; in the absence of volunteers, 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 the 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 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; collect fees and issue stickers and commercial coupons; monitor commercial refuses 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.
9. Cleans and maintains public meeting and access areas, office, storage, bathrooms, and work areas within public buildings, including but not limited to: sweeping, cleaning, and waxing floors, vacuuming, cleaning, and shampooing carpets, cleaning interior and exterior windows, dusting, waxing, and cleaning work stations and furniture in offices,



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emptying trash buckets and containers, performs any other housekeeping carpentry tasks as required to ensure municipal buildings are in good, safe, and usable condition, may entail monitoring all mechanical systems as well as fire suppression systems to ensure proper operation and reporting problems to the designated authority.

10. Provides and maintains walkways, lawns, and plantings, adjacent to public buildings, including, but not limited to mowing, weeding, and removing litter, and snow.
11. Moves and sets up furniture and equipment for meetings and events.
12. Performs similar or related work as required or directed when the situation dictates.

## **Recommended Minimum Qualifications:**

### Education and Experience:

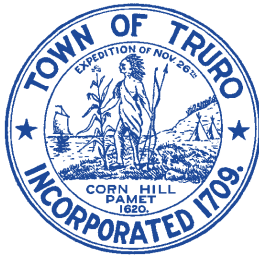
High school diploma or equivalent. Three years of experience in the operation of heavy equipment at a transfer station is desired; two years of experience in transfer station maintenance activities is desired; one year of experience in light equipment operation and truck driving, or any equivalent combination of education and experience. Three years of experience in custodial and building maintenance work is desired.

A Massachusetts Class A Commercial Driver's License is **preferred**, with Air Brake Endorsement and 2A, and 1C Hoisting License. Possession of a valid driver's license is required as a decent driving record. As per CDL requirements, if applicable, must successfully pass drug and alcohol screening.

### Knowledge, Ability, and Skill:

*Knowledge:* General knowledge of Transfer Station procedures and operations. Knowledge of recycling rules and procedures. Thorough knowledge of the use and maintenance of all types of equipment used at the Transfer Station, working knowledge of construction and maintenance procedures. Working knowledge of occupational hazards and safety precautions.

*Ability:* Ability to interpret and enforce Transfer Station regulations. Ability to maintain accurate financial and maintenance records for the Transfer Station operations. Ability to deal with the public effectively and tactfully. Ability to carry out instructions and to work independently. Must be dependable and possess a good work attitude, follow orders, and use independent judgment when needed.



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*Skill:* Proficient in writing/reading the English language. Excellent verbal communication skills are required. Professional, courteous interpersonal skills for interactions with the public and with fellow co-workers are required.

**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 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 workday. 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. 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.)*

AFSCME Union  
FY19 Realignment