



TOWN OF GRANTHAM

300 Route 10 South, Grantham, NH 03753
603-863-6021 ~ 603-863-4499 (fax)

JOB DESCRIPTION

Transfer Station Attendant

FT, FLSA Non-Exempt

Position Purpose: Performs a variety of routine tasks related to the day-to-day operations of the transfer station, including greeting customers, monitoring incoming trash and recycling, checking permits, and assisting the public with utilizing the facility.

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.)

- Provides guidance and assistance to the public in the use of the transfer station. Assists the public in the appropriate placement of refuse and recyclables.
- Checks to ensure proper decal is displayed for entry to the facility; conducts visual inspection of all loads to prevent disposal of prohibited materials, hazardous, or contaminated materials/items.
- Understands and implements the transfer station operating rules and procedures; explains operating policies and procedures to facility users to assure proper use.
- Assesses and collects fees as required by established fee schedule.
- Maintains recycling areas and insures the proper disposal and classification of all recycled materials.
- Maintains a clean and safe transfer station environment. Reports safety concerns to Transfer Station Supervisor.
- Utilizes all equipment related to the operations of the transfer station, including, but not limited to, backhoe, bobcat, rolloff truck, baler, compactor, etc.
- Removes trash and recycling for proper disposal when needed.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training, and Experience:

High School diploma or equivalent; NH Department of Environmental Services Principal Operator Step 1 Certification – must be obtained within six months of hiring. Principal Operator Step 4 must be obtained within two years of hiring. Must possess or have the ability to obtain a CDL Class B license within six months of hiring.

Knowledge, Ability, and Skill:

Knowledge: Knowledge and/or ability to become knowledgeable 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 construction and maintenance procedures.

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

Skill: Skill in operating equipment used in the operation of the transfer station.

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 lifts and/or moves objects weighing up to 50 pounds such as tools, equipment, and supplies. Accesses all levels of the Transfer Station, traverses uneven terrain and climbs a ladder. Climbs, balances, stoops, kneels, crouches, and crawls. Manually operates all tools. May spend the whole or a large portion of shift walking and standing. Communicates verbally and in writing. Vision and hearing at/or correctable to normal ranges.

Supervision:

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

Supervision Received: Works under the direct supervision of the Transfer Station Supervisor who assigns work and instructions as necessary.

Supervision Given: None.

Job Environment:

- The majority of work is performed outdoors with exposure to temperature extremes and inclement weather. Incumbent is subject to the hazards associated with working at a Transfer Station and around heavy equipment. Has exposure to hazardous materials/fumes from recycling oil, gas, antifreeze, batteries, etc. Work environment can be very loud.
- Regularly operates equipment that is utilized at the Transfer Station to include light and heavy trucks, backhoe, loader, and related equipment as well as hand and power tools.
- Interacts constantly with the general public. Communicates in person and involves an information exchange dialogue.
- Errors 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 monetary repercussions.

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.