

Solid Waste Transfer Station Attendant

Department	Solid Waste
Hours per Week:	24-hours scheduled, additional hours as necessary for training and operations
Supervisor:	Public Works Foreman

General Description of Duties:

The Transfer Station Attendant is responsible for operations at the Transfer Station and Scale House. The Transfer Station is open three days per week (Sunday, Monday and Thursday 8:00 AM to 4:00 PM). This position is responsible for cash management at the scale house as well as compliance with the access rules (vehicle sticker system). The Attendant ensures patrons are weighed at the scale and collects payment and oversees patron's disposal of refuse. Also, this position operates the hydraulic compactor for Municipal Solid Waste while the Transfer Station Coordinator is in equipment and while the coordinator is away from the Transfer Station.

Responsibilities:

- Opening and closing the facility on days of operation.
- Superior customer service to members of the public visiting the Transfer Station.
- Assist in educating the public in rules and operations at the Transfer Station.
- Helps with maintaining the scale; keeping it free of debris, ice and snow.
- Helps with maintaining the facility in the winter, mowing and grass trimming of the facility in the summer. Keeping the Transfer Station free of trash on grounds.
- Operation and maintenance of front-end loader and attachments.
- Maintains buildings, keeping them neat and orderly.
- Will audit for Transfer Station Permits and issue as needed after verifying residency.
- Must be able to cross train; replacing coordinator a minimum of 2 hours each work day directing patron's where to place their refuse.
- Maintain and account for all cash and cash transactions at Transfer Station and reconcile receipts and payments with Transfer Station Coordinator.
- Ensures compliance of the Transfer Station with all Maine Department of Labor, Department of Environmental Protection, Fire Marshall's Office and all other applicable state and federal regulations.

Education / Skills Needed:

- Maine Department of Environmental Protection Training as Transfer Station Attendant (to be completed annually).
- Basic reading and writing skills.
- Basic arithmetic skills.
- Cash management skills and experience.
- Positive verbal communication skills / good customer service skills.