

Job Description

New Position: ___

Update Current Position: X

Position Title: Transfer Station Attendant

Department: Transfer Station

Reports To: Select Board

FLSA Status: Exempt ___ Non-Exempt X

*Essential: Yes () No (X)

* An essential position is defined as any full-time or part-time position requiring a Town employee to report to work during an officially declared emergency by the Board of Selectmen. (e.g. extreme inclement weather, civil disturbance, fire, riot etc.)

I. Job Summary:

Reporting to the Transfer Station Attendant Supervisor. The Transfer Station Attendant performs the day-to-day transfer station operations and monitors compliance to safety and other regulations.

II. Essential Duties and Responsibilities

- Schedules work assignments as needed.
- Conducts regular site inspections and coordinates preventative maintenance and repairs of site equipment.
- Ensures smooth operation of transfer station in accordance with the operating contract, including gatehouse, sorting, loading.
- Reviews and evaluates work to ensure quality, timeliness and ensures quality control in adherence to policies and procedures.
- Maintains a clean, safe work environment in compliance with state DEP permit and
- OSHA/Corporate Standards.
- Communicates and interfaces effectively with employees, supervisors, vendors, customers and regulators.
- Supervises the development, implementation, maintenance, and monitoring of processes, procedures and programs to improve safety, productivity, and profitability of the transfer station.
- Conducts recurring safety/compliance meetings, accident investigations and subsequent re-training.

- Reconciles facility revenue from operations, facility billing, and monthly P-card statements.
- Monitors and processes employee payroll.
- Orders supplies as needed.
- Creates and submits daily, weekly and month end reports to senior management.
- Oversees personnel needs of the department including coaching, training, and evaluating employee performance. Provides input into termination, compensation, and promotion decisions.

III. Qualifications:

- High School Diploma or GED.
- Valid N.H. drivers license.
- Four years of prior work experience (in addition to education requirement).

IV. Other Knowledge Skills or Abilities:

- Driving experience, knowledge of DOT regulations, equipment operating and supervisory experience may be required.
- Proficient with Microsoft Word and Excel preferred.
- Ability to lift 50 lbs. preferred.

V. Working Conditions:

- Normal setting for this job is: office setting and/or landfill/outdoor.
- May be required to work in all weather conditions.