

Town of Tamworth, New Hampshire
84 Main Street
Tamworth, NH 03886
(603) 323-7525

Position Title:	Transfer Station Attendant
Classification:	Hourly, 24 hours per week
Schedule:	Wednesday, Saturday, Sunday
Pay Grade:	\$18.00 + Part Time Paid Time Off Benefits

JOB SUMMARY

Assists the Transfer Station Supervisor with performance of routine work of a semi-skilled nature in operating the Town Transfer Station/Recycling Facility. This is a part time position - 24 hours a week and comes with part time paid time off per the Town of Tamworth Personnel Policy.

SUPERVISION RECEIVED

Activities are conducted with considerable operational independence under the general supervision of the Transfer Station Supervisor, who evaluates work by observation and response from the public. Will train.

SUPERVISION EXERCISED

None

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position)

1. Monitors access to solid waste disposal of refuse facility; assures that users have a permit to utilize the facility. Conducts visual inspection of loads as needed to prevent disposal of prohibited materials.
2. Assists users in the appropriate disposal of refuse, answers questions from users.
3. Maintains the cleanliness and neatness of the facility, using brooms, rakes and shovels, as necessary. Removes snow, by snow blower and hand shoveling, as necessary to maintain access to the facility.
4. Maintains the recycling area and insures the proper disposal and classification of all recyclable materials. Supervises and sorts cardboard, newspaper, aluminum and other recyclables; stores and prepares them for transport.
5. Takes responsibility in the absence of the Supervisor to handle situations such as contacting the hauling subcontractors to pick up containers if full, keeping all travel-ways clear of debris and safe during winter and contacting proper authorities when an emergency arises.
6. Drives and/or operates vehicles and equipment as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

An 8-hour certification course is required and will be paid for by town, and will provide instruction in method, materials and equipment used in municipal solid waste; knowledge of hazards and safety precautions common to machinery and equipment used; knowledge of State and Federal regulations and procedures pertaining to solid waste disposal; knowledge of weights and measures.

Skill in the use of trash compactor and backhoe; skill in basic math computations. Ability to communicate effectively; ability to establish good community relations; ability to establish and maintain effective working relationships with employees and the public.

MINIMUM QUALIFICATIONS

Must possess or have the ability to possess a Solid Waste Level I Operator Certificate and valid NH Motor Vehicle Operator's License or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

Strenuous physical effort demanded in heavy lifting and carrying (up to 50 lbs.) and in performing work, in varying weather conditions with exposure to dirt, dust, grease, refuse, household garbage and other disagreeable materials, as well as herbicides, pesticides, fuels, solvents and other fluids. 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.

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to stand for extended periods of time, stoop, bend; constant use hands to finger, handle, and feel objects; frequent reaching with hands and arms. Bloodborne pathogen classification IIA.