

# **Transfer Station Attendant (Part-Time)**

## **Town of Deerfield**

### **JOB SUMMARY**

Attendant performs routine work of a semi-skilled nature at the solid waste/recycling facility. Must be able to work with other attendants and perform the necessary duties without direct supervision. Position works under the supervision of the Transfer Station Manager.

### **EXAMPLES OF ESSENTIAL DUTIES**

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

- Knows, understands, and implement the solid waste/recycling facility operating rules and procedures.
- Monitors access to solid waste disposal facility.
- Conducts visual inspection of loads as needed to prevent disposal of prohibited materials,
- Maintains the cleanliness and neatness of the facility.
- Assists with records maintenance of materials, time keeping, scheduling.
- Maintains the recycling area and insures the proper disposal and classification of all recycled materials.
- Assists residents and commercial users in the appropriate placement of refuse and recyclables.
- Packages cardboard, newspaper, aluminum and other recyclables, stores and prepares them for sale.
- Be familiar and execute safe work procedures. Act as the facility safety representative.
- Assists the Manager / Building Inspector in all matters related to the operation of a solid waste/recycling facility. Collects user fees and turns money over to the Town Book Keeper at a minimum of every week.
- Educates new residents in the proper use of the facility; issues Town permit stickers to new residents.
- Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of methods, materials and equipment used in municipal solid waste operations, knowledge of hazards and safety precautions common to machinery and equipment utilized in the solid waste industry. Ability to organize, coordinate and occasionally supervise the work of others; ability to maintain effective working

relationships with employees, the public and other departments; ability to communicate effectively.

### **MINIMUM QUALIFICATIONS**

High school diploma or equivalent, plus demonstrated interest in municipal solid waste industry; possession of New Hampshire Solid Waste Operator's Certificate desirable; OR will take the training provide by the Solid Waste Bureau

### **PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials; may be required to work in confined places.

Please send your Town Application to the address below, form available at:  
[http://www.townofdeerfieldnh.com/Pages/DeerfieldNH\\_Webdocs/employment](http://www.townofdeerfieldnh.com/Pages/DeerfieldNH_Webdocs/employment)

No phone calls please.

**Send to: Richard Pelletier  
8 Raymond Road  
Deerfield, NH 03037  
“Transfer Station Attendant Position”**

**Email to: [building@townofdeerfieldnh.com](mailto:building@townofdeerfieldnh.com) Subject line – “Transfer Station Attendant Position”**

**This position will remain open until filled.**

The Town of Deerfield is an Equal Opportunity Employer

Posted 7.23.18