

**Town of Conway, Massachusetts
Job Description**

Position Title:	Transfer Station Attendant	Proposed Grade Level:	I
Department:	Selectboard	Date:	9/19/23
Reports to:	Town Administrator	FLSA Status:	NON-EXEMPT

Statement of Duties: The Transfer Station Attendant is responsible for the efficient operation of the transfer station, including the operation of the compactor; directs the entrance and exit, loading and unloading of vehicles compacting trash, refuse and garbage into transfer trailers for further transportation. Weighs and records amounts of refuse received and compacted.. The employee is required to perform all similar or related duties.

Supervision Required: Under the direct supervision of the Transfer Station Manager and Town Administrator, clear, detailed and specific instructions govern the work or are explained with each assignment. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the guidelines or instructions. The supervisor maintains control by reviewing the work in progress or upon completion of assigned work tasks.

Supervisory Responsibility: The employee, as a regular part of the job, is not required to supervise other employees.

Confidentiality: In accordance with the State Public Records law, the employee does not have regular access to confidential information of the department.

Accountability: Consequences of errors or poor judgment may include adverse public relations, missed deadlines, personal injury, danger to public health/safety, and/or monetary loss.

Judgment: Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity: Work consists of routine or repetitive tasks and/or operations with few variations in established operating procedures.

Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, hazardous materials, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. The employee is required to work beyond normal business hours in accordance with the transfer station's hours of operation.

Nature and Purpose of Public Contact: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Duties may involve frequent, recurring exposure to hazardous conditions, such as operating dangerous equipment and being exposed to hazardous materials, toxic chemicals

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or communicable diseases contained in solid waste materials that are brought to the transfer station. Job frequently entails the possibility for serious injury or exposure to conditions which could result in total permanent disability or loss of life. Extreme care and following established safety precautions is required at all times in order to prevent injuries and ensure proper operation of the facility.

Essential Functions:

The essential functions or duties listed below are required, and are illustrations of the various type 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.

Opens and closes gates at the proper opening and closing times; checks condition of all sections daily before start of daily operation of the transfer station;

Performs general maintenance of equipment and facilities in making adjustments; lubricating, making minor repairs; ensures that all items are sorted and deposited in their proper places in accordance with DEP regulations and department operating procedures and policies.

Assists customers in determining and locating correct places to dispose of items in accordance with the department's standard operating procedures and state law; collects and processes funds received.

Completes and files damage or accident reports as necessary; creates and posts signs providing direction to ensure smooth operation of the facility.

Recommended Minimum Qualifications:

Education and Experience: Must have a High School diploma or equivalent to an apprentice level of trade knowledge, a minimum of one (1) year prior work experience; or an equivalent combination of education and experience.

Special Requirements: No special requirements; Class D Motor Vehicle Driver's license is preferred.

Knowledge, Abilities and Skill:

Knowledge: Knowledge of the operation, maintenance of department equipment and department machinery. Knowledge of hazards and safety precautions involved in operating special and heavy motor equipment; knowledge of standard safety precautions used in working with large machinery and equipment; ability to use the standard hand tools and the hand-held electronic tools. Knowledge of state laws and regulations pertaining to the recycling of items including hazardous materials.

Abilities: Ability to adhere to safety precautions and perform duties in a timely manner. Ability to operate and make routine repairs to equipment and machinery used by the department. Ability to understand and follow oral and written instructions. Proficient mechanical ability to work efficiently and safely with department equipment. Ability to use the standard hand tools and the hand-held electronic tools; ability to deal effectively with the public; ability to keep simple

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records and prepare reports;

Skills: Proficient customer service skills and operation of department equipment in a safe and efficient manner. Good judgment.

Physical and Mental 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 position's essential functions.

Physical Demands: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day.

Motor Skills: Duties may involve a high degree of intense mental concentration together with hand and eye coordination and visual attention for long periods of time in performing activities such as the operation or repair of hydraulic equipment.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is regularly required to determine color differences.

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.