

**VOLUNTOWN/STERLING TRANSFER STATION
TRANSFER STATION ASSISTANT
JOB DESCRIPTION**

Position Definition

This position provides assistance to the Transfer Station Operator, customers, and other town staff that may be required to perform work assignments at the Transfer Station. This position will assist town residents with solid waste, recycling and bulky waste.

Supervision Received

Employees work under the direction of the Transfer Station Operator and/or his designee.

Essential Duties and Responsibilities

- . Fulfills work assignments in a timely manner
- . Assists Transfer Station customers with solid waste and recycling needs. Shall also assist customers, upon request, with unloading vehicles and placing waste materials in the proper bins, hoppers, or piles.
- . Enforces Transfer Station rules and ensures discarded items meet criteria.
- . Inspects vehicles for valid Transfer Station stickers.
- . Is responsible for the cleanliness of the Transfer Station yard, buildings and driveways.
- . Ensures all areas of the Transfer Station are clear of debris at all times.

Desired Minimum Qualifications

The ability to:

- . Communicate effectively with other employees and the general public.
- . Use laboring tools and motorized equipment.
- . Operate the cash register and collect Transfer Station fees.
- . Possess a Transfer Station Operation Certificate issued by the State DEP. New hires are required to obtain a certificate within one year of hire.

Work Environment

This is a physically demanding job and the employee is frequently required to: stand; walk; bend; twist; stoop or crouch; sit; climb stairs; use hands, fingers, wrists for repetitive motion; drive; get in and out of vehicles; tolerate exposure to weather, must maintain continuous visual acuity including close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must regularly lift and/or move up to 25 pounds and may be required to occasionally lift and/or move up to 100 pounds. The noise level in the work environment is quiet to extremely loud depending on the task or equipment being used. Employee must be free from mental and physical disorders which would interfere with performance of duties as described.

Note: These tasks and responsibilities are illustrative only and do not include every task or responsibility.