

TOWN OF BARNES

TRANSFER SITE & RECYCLING CENTER JOB DESCRIPTION

JOB TITLE: TRANSFER SITE ATTENDANT

IMMEDIATE SUPERVISOR: TOB ROADS & PROPERTY FOREMAN

EMPLOYMENT STATUS: REGULAR PART-TIME HOURLY (PAID BI-WEEKLY)

Essential job duties include, but are not limited to, the following:

1. Ensure that only Town residents use the site for their residential trash or recyclables
2. Unlock and open the facility at the designated time
3. Direct customers to the appropriate dumpster unit or compactor
4. Make proper assessments of charges and collect fees promptly
5. Direct customers to cut up their cardboard into segments no larger than 4'x4', and to break down, or completely flatten, all cardboard boxes
6. Start and operate the compactor and shut off when done
7. In the event the compactor fills up, inform appropriate party as directed
8. Monitor brush disposal site – open and lock when appropriate
9. Maintain area in front of and around bins, dumpsters, compactor, and buildings, when possible or at the end of each shift.
10. Maintain grounds and fence line – keep free of garbage and debris
11. Issue and document verbal non-compliance warnings to violators – inform supervisor of continued violations or other issues
12. Shut down and secure the site when prescribed

Job requirements include, but are not limited to, the following:

1. Must be able to endure prolonged periods of standing
2. Must be able to endure prolonged periods of being exposed to adverse weather conditions
3. Must be able to do frequent bending, twisting and lifting
4. Must be able to lift 50 pounds regularly and occasionally more
5. Must be tactful and courteous in communicating with the public
6. Must be aware you may encounter bees, wasps, and hornets
7. Must be at least eighteen (18) years of age
8. Comply with additional requirements in Employee Policy Handbook