Job Posting
Transfer Station Attendant

Posting Date: February 21, 2017
Closing Date: position open until filled

Part-time (20 hours per week) benefitted position includes municipal Transfer Station Supervision and Administrative duties. Reports to and is under the supervision of the Highway Superintendent.

Requirements: General knowledge of solid waste and recycling regulations. See Job Description for more details. Must have valid Class C Massachusetts driver’s license. Experience in solid waste management and/or supervisory experience preferred.

General Duties: Candidate will be responsible for daily supervision and execution of Transfer Station operations. Other duties may be assigned due to operational need.

Submit a Town of Southampton job application, a letter of interest and resume if available to:
Randall Kemp, Highway Superintendent
P.O. Box 379
Southampton, MA 01073

Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Transfer Station Attendant</th>
<th>Grade Level:</th>
<th>II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Transfer Station</td>
<td>Date:</td>
<td>1/4/17</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Highway Superintendent</td>
<td>FLSA Status</td>
<td></td>
</tr>
</tbody>
</table>

Statement of Duties:

- Open and close the Transfer Station according to schedule.
- Maintain Transfer Station in accordance with rules and regulations.
- Direct incoming vehicles to proper disposal areas, check for valid Transfer Station Permit, and inspect loads for compliance with the State-approved Waste Ban Plan for Southampton.
- In charge of supervision of and all administrative tasks at Transfer Station such as explanation of procedures to the public, answer phone inquiries, collect bag, permit and tipping fees and complete all associated paperwork and tracking.
- Maintain and account for all inventory at the Transfer Station.
- Monitor dumpster capacity and coordinate with vendors to pick up dumpsters when full.
Supervision Required: Under the general direction of the Highway Superintendent, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: The employee is required to occasionally supervise other employees to assist them in completing their assigned work. Employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action nor is the employee involved in the hiring process. The employee provides direct supervision or guidance of up to one (1) part-time on-call employee in accomplishing assigned work. The employee is required to provide on-the-job training and direction to employee(s) as required. Employees supervised work at the same location and the same work schedule. Work operations are subject to substantial cyclic or seasonal fluctuations which can be reasonable planned for in advance.

Accountability: Consequences of errors, missed deadlines or poor judgment would include adverse public relations, legal repercussions, waste of materials, and danger to public safety or personal injury.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulations, or guidelines.

Complexity: Work consists of a variety of duties that generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

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

Work Environment: Working conditions involve frequent exposure to intermittent machine or related noise or a combination of unpleasant elements such as unpleasant weather conditions, odors, chemical fumes, loud noises, dust, smoke, heat, cold, oil, dirt or grease. Includes work under typical shop conditions or outdoor work that is not suspended when weather conditions are poor. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time.

Nature and Purpose of Contacts: The employee has constant interaction with public that requires courtesy and tact in order to maintain effective working relationships as well as 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. The employee has frequent contact with
vendors or contractors. As ranking on-site employee for the Transfer Station, the employee must possess a high degree of diplomacy and independent judgment. Performance of duties require a well-developed sense of budgetary concerns that may influence the fiduciary well-being of the Transfer Station Enterprise Fund.

**Occupational Risks:** Duties regularly present potential risk of injuries from improper exposure that could result in loss of time from work. Examples of personal injury include severe muscular strains from working with extremely heavy material, falls from heights more than three feet and illness from exposure to communicable diseases. Special safety precautions, training, or high-visibility and/or protective clothing such as hard hats, coats, gloves, glasses, hats or boots may be required.

**Essential Functions:**

_The essential functions or duties listed below are intended only as 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._

- Knows, understands, follows and enforces all Transfer Station safety and operating rules and procedures.
- Possesses a pleasant yet assertive, professional, positive attitude when interacting with the public, and is able to assist and explain operating policies and procedures to facility users.
- Monitors access to and operations at the Transfer Station.
- Ensures that residents have valid Transfer Station Sticker and conducts visual inspection of loads as needed to assess appropriate tipping fees and prevent disposal of prohibited materials.
- Accurately completes paperwork (sale of permits, bags, tipping fees, etc.)
- Schedules pick-ups with contracted trucking companies.
- Maintains the cleanliness and order of the Transfer Station, including interior and exterior perimeters.

**Recommended Minimum Qualifications:**

**Education and Experience:** High School Diploma or equivalent; a minimum of one to three (1-3) years prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Valid Class D Motor Vehicle Driver’s license.

**Knowledge, Abilities and Skill**

**Knowledge:** Working knowledge of Transfer Station rules, equipment, techniques and practices. Knowledge of safe work practices in the operation of a Transfer Station in a safe and efficient manner.

**Abilities:** Ability to work independently. Ability to deal with disgruntled members of the public tactfully and effectively. Ability to document transfer station activities. Ability to carry out essential functions under hazardous or inclement weather conditions in a safe manner. Ability to read, interpret and follow oral and written instructions. Ability to work efficiently and safely.

**Skill:** Proficient customer service and public relations skills; as well as ability to accurately assess, collect and account for transfer station fees.
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 Skills: Work requires the exercise of physical strength and effort daily to lift, push, pull, carry, or stack objects; for example open transfer station gates or assist resident with placing trash or recyclables in bins or compactors.

Motor Skills: Position requires the employee to apply hand eye coordination with finger dexterity and motor coordination in order to perform a wide range of unskilled labor activities such as manipulation of keys to open locks, or writing utensils to document of activities.

Visual/Auditory Skills: The employee is required to frequently 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 changes.