

TOWN OF FRANCONIA

JOB DESCRIPTION: **TRANSFER STATION ATTENDANT**

REPORTS TO: Transfer Station Supervisor

CLASSIFICATION: Non-exempt position

GENERAL SUMMARY: Assists the general public with the proper placement of materials. Helps educate them on acceptable materials and how to prepare materials for disposal. Works in and out of doors in all weather conditions and must be prepared for strenuous physical effort.

ESSENTIAL JOB FUNCTIONS:

- Maintains recycling site and assists customers.
- Ensures minimum contamination in each of the different bins by removing improper materials.
- Checks customers to ensure that they are using the correct Town bags for disposing of waste. Reports violations to Transfer Station Supervisor.
- Collects the proper fees for bulk and non-recyclable items. Issues receipts for the fees collected. Keeps careful records of monies received.
- Operates and helps maintain power equipment and hand-operated equipment as necessary to move various materials for storage and/or to ready for shipment.
- Follows Town and State DES safety programs and policies.
- Establishes and maintains effective working relationships with employees, other town departments and the general public. Always acts with courtesy and tact.
- Performs all other work as assigned.

GENERAL QUALIFICATIONS:

- High School diploma or GED preferred.
- Ability to calculate fees and make proper change with receipts.
- Educate customers on acceptable materials and their preparation.
- Assist the general public with the proper placement of materials. Ability to function well under pressure, meet deadlines and maintain a cheerful and helpful attitude.
- Effectively communicate with the general public, Town officials, and others.
- Ability to work independently. Be able to read, interpret and follow technical manuals for procedures and safety.

PHYSICAL REQUIREMENTS:

- Lifting up to 100 pounds
- Stooping, crouching, pushing, kneeling
- A valid State of NH Operators license and ability to operate motor vehicles and heavy equipment
- Ability to work outside despite temperature

COMPENSATION:

The Transfer Station Attendant is non-exempt position. Benefits – [The Town of Franconia offers a competitive benefits package](#) for full time employees.

[The Town is an “at will employer” and 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.](#)