



TOWN OF COLUMBIA

JOB DESCRIPTION FOR TRANSFER STATION ATTENDANT

General Description: This position involves facility maintenance of the Transfer Station and customer service at the Transfer Station.

Supervision: Works under the direct supervision of the Director of Public Works or his/her designee.

Examples of Duties: The duties and responsibilities listed below are not all-inclusive and may be supplemented as necessary.

- Operates compacting equipment;
- Shovel, snow blow, sand and salt the Transfer Station;
- Assists the public with disposal of items at the Transfer Station;
- Charges and accepts fees for disposal of items and records financial transactions;
- Instructs the public as to Transfer Station rules and procedures;
- Assists in the opening and closing of roll-off containers;
- Directs traffic at the Transfer Station;
- Monitors levels of waste/recyclables brought to the Transfer Station; and
- Maintains cleanliness of Transfer Station;
- Remove litter from around compactors and roll-offs.

Knowledge, skills and abilities:

- Ability to follow instructions and learn procedures;
- Ability to establish and maintain respectful and effective working relationships; with co-workers, vendors and members of the public;
- Ability to learn and enforce Transfer Station rules and procedures;
- Ability to identify waste / recycling materials by source; and
- Ability to perform mathematics sufficient to quantify disposal costs and to operate a cash register.

Physical and Mental Requirements / Work Environment: The requirements listed below are required for essential duties. Reasonable accommodations will be considered under the Americans with Disabilities Act. This list is not all-inclusive and may be supplemented as necessary.

- Ability to sit and/or stand for prolonged periods of time;
- Ability to walk for prolonged periods of time;
- Ability to move arms, hands, fingers so to grip objects and perform manual labor;

- Ability to see and read objects closely as to read an instructional brochure and/or financial report;
- Ability to hear normal sounds with background noise as in hearing and using a phone.
- Ability to communicate effectively both verbally and in writing;
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned;
- Ability to use knowledge and reasoning to solve minor problems; and
- Ability to lift and carry objects weighing over 50 pounds for short periods of time.

Qualifications: High School diploma. Experience working effectively with the public.

Special Requirements: State certification to run and operate a Transfer Station to be obtained immediately upon hire.

Presented to BOS:	July 3, 2012
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Effective:	July 3, 2012