Position Description

Title: Transfer Station Laborer Part-time

Reports To: Highway Superintendent

Receives general direction from Transfer Station Operator.

Position Summary:
Supports the operation of the Town Transfer Station in compliance with state and federal health and environmental laws and regulations.

Provides accurate, timely and high-quality service to all internal and external customers.

*The essential functions or duties listed below are intended only as illustration of the various types 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, or extension of, the position.*

Major Job Duties:
Completes minor repairs and performs preventive maintenance to equipment and facilities.

Greets public and directs them to disposal areas; provides assistance in the use of the transfer station as necessary.

Teamwork/Coordination:
Works cooperatively with department staff members in delivery of Transfer Station services to internal and external customers.

Works cooperatively with other department staff members to complete assignments.

Technical:
Utilizes knowledge of state and federal environmental laws to prevent disposal of dangerous or caustic materials.

Uses power and hand tools in general maintenance work.

Follows standard safety procedures and regulations.

Administrative:

Reports tasks accomplished verbally or on written work order.
Completes forms and logs as requested by Highway Superintendent or Transfer Station Operator.

Completes time card.

**Physical Requirements:**

Moderate physical effort generally required.

Required to walk and stand for long periods of time during work shift.

Ability to manipulate and work with hand and power tools.

**Work Environment**

Work is performed outdoors and involves regular exposure to the elements. (variable weather conditions rain, snow, hot, cold)

Potential exposure to fumes, airborne particles and noxious odors, mechanical or environmental hazards and conditions that require constant safety awareness.

Depending on various circumstances, start and finish times may vary.

**Qualifications:**

High School diploma.

Proven ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Familiarity with the use, operation and maintenance of manual and powered hand tools and safe operation of hand tools and equipment.

Clean driving record.

Satisfactory pre-employment physical and drug test.