

## Transfer Station/Recycling Attendant

The Town of Wilton is seeking applicants for a part-time position as Transfer Station/Recycling Attendant. The position averages 25 hours per week; applicant must be available to work Tuesday, Wednesday, Saturday and Sundays.

Positive interaction with the public is required. The work is physical, requiring lifting and is subject to exposure to all variations of weather.

Please forward a cover letter, and resume to:

Town of Wilton  
Attn: Rhonda Irish, Town Manager  
158 Weld Road  
Wilton, ME 04294

or by email at [manager@wiltonmaine.org](mailto:manager@wiltonmaine.org) no later than Friday, July 7, 2017.

For more information, please call (207) 645-4961 or email: [manager@wiltonmaine.org](mailto:manager@wiltonmaine.org).

The Town of Wilton is an Equal Opportunity Employer.

## Job Description

This is manual work involving the operation of equipment to process refuse and debris at the Town Transfer Station and Recycling Center. This position is part of the Public Works Department and this employee may be scheduled routinely and/or occasionally to other duties in the department.

Employee of this class is responsible for the operation of the Transfer Station/Recycling Center; coordinating the disposal and transfer of refuse and debris; overseeing the recycling operation; and dealing with the public. Work is performed under the direct supervision of the Public Works Foreman in accordance with established procedures and routines. Work is reviewed through discussion and observation of results obtained.

## Essential Duties and Responsibilities

Examples of Work (Illustrative Only):

- Opens and closes transfer station gates according to schedule.

- Directs incoming vehicles to proper dumping areas, checks for appropriate transfer station/recycling stickers.
- Performs routine maintenance of equipment used at site.
- Performs varied work assignments using motorized equipment, such as front end loaders, in the operation of the Transfer Station.
- Provides direction to the recycling attendant.
- Supervises separation of trash by users of the site.
- Keeps transfer station clean, picks up debris, cleans building and mows grass.
- Maintains appropriate piles of materials for recycling.
- Handles money and records receipts
- Explains Transfer Station procedures to general public; monitors cargo to prohibit disposal of prohibited materials.
- Ensures safety procedures are followed; uses appropriate safety equipment during Transfer Station operations.
- Assists the Public Works Department as directed (Truck Driver/Laborer).
- Performs related work as may be required.
- Responsible to the Public Works Foreman.

## Requirements of Work

- Ability to maintain Transfer Station in accordance with rules and regulations.
- Working knowledge of the operation and maintenance of mechanical equipment together with the ability to make minor repairs and adjustments and to do necessary servicing work.
- Knowledge of hazards and applicable safety rules and regulations in equipment operation.
- Ability to operate equipment skillfully and safely.

- Ability to detect need for mechanical servicing of equipment.
- Ability to understand and carry out oral instructions and to work independently in the performance of routine duties.
- Ability to establish and maintain effective working relationships with the public and other Town employees.

## Training and Experience Required

- High school graduation and any equivalent combination of experience and training.

## Necessary Special Requirements

- Must possess minimum of Class C license
- Class B CDL preferred.