

Town of Wilton
Public Works Department

Transfer Station/Recycling Attendant

Nature of work:

This is manual work in the operation of the Recycling Center.

Employee of this class is responsible for the day-to-day operation of the Center. Activities include receiving recycled goods, determining proper placement of recycled items, and dealing with the public. Employee works independently under the supervision of the Transfer Station Manager/Attendant and the Public Works Foreman.

Essential Duties and Responsibilities:

Examples of Work (Illustrative Only):

Sorts all recycled items.

Assists in all operations of the Transfer Station and Recycling Center.

Educates and assists citizens, businesses, and Town employees regarding proper separation of all materials.

Knows and understands the charges for items.

Handles money and records receipts.

Performs related work as required

Responsible to the Transfer Station Manager/Attendant and the Public Works Foreman

Requirements of Work:

Ability to make judgments on the proper separation of various recycled goods.

Ability to work without close supervision producing satisfactory output.

Ability to deal courteously with the public and others who utilize the center.

Training and Experience Required:

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

Necessary Special Requirements:

Must possess valid Class C driver's license.