

**TOWN OF PORTSMOUTH, RI
TRANSFER STATION ATTENDANT**

Department:	Public Works
Reports to:	Public Works Deputy Director
Supervises:	N/A
Position Status:	Non-Exempt
Union/Non-Union:	Non-Union

Position Summary/Purpose:

The purposes of this position are to be responsible for the safe and efficient operation of the Transfer Station by clean areas, educating citizens on use of transfer station, and collecting fees as required. An individual in this position is also expected to perform many different types of maintenance, and some manual labor. The Transfer Station Attendant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations 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 the position.)

- Monitors all users/residents using the Transfer Station.
- Clean all areas of Transfer Station of debris.
- Check vehicles for proper sticker.
- Educate the public on locations of all trash and various recycling containers and explain the process and reason for separation. Report problems to Supervisor.
- Direct cars to proper location and assist those who need help with minor lifting of materials.
- Collect fees as necessary for special types of recyclables or bulky trash.
- Prudence Island – collect additional fees for yearly sticker, weekly sticker and four-month sticker.
- Conducts all work in a safe manner and all work safety practices are followed.
- Consistent on-site office and on-time attendance is essential for this position.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues required training; keeps current with trends.
- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Must have a High School Diploma or GED; or any equivalent combination of education, experience and training.

Special Requirements: None

Knowledge, Skills and Abilities:

- Working knowledge of the transfer station operations and rules and regulations.
- Strong knowledge of safety procedures for working around vehicles.
- Ability to explain transfer station rules and regulations in a friendly and helpful manner.
- Ability to learn transfer station operations and rules and regulations.
- Ability to collect funds for stickers and deliveries of various special items.
- Ability to follow written and oral instructions and to provide instructions.
- Ability to work as a team with others to accomplish a project.
- Ability to follow rules, regulations and procedures.
- Aptitude for working with people and maintaining effective working relationships with various people.
- High level of customer service skills.

Supervision:

Supervision Scope: Performs routine tasks related to collection for fees and monitoring transfer station operations. Light lifting to assist residents and light debris pick up work.

Supervision Received: Works under the direction of the Town Administrator's Office and or Public Works Foreman; follows established department and safety procedures.

Supervision Given: NA

Job Environment:

Work is performed at transfer station; usual noise levels are loud due to cars. Position entails being subject to exposure to hazardous substances or vehicle fumes; may work in high precarious places on occasion. Work is performed out-of-doors in all weather conditions.

Requires the collection of funds. Also, requires the operation of brooms and other cleaning equipment.

Makes constant contacts with the general public to handle residents' questions onsite and with

other employees at transfer station. Communication is frequently in person.

Errors in judgment or omissions could result in delays in service, loss of funds, and injury to resident, personal injury, damage to town equipment and potential liability.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions – more in winter				X
Work in high, precarious places		X		
Work with toxic or caustic chemical				X
Work with fumes or airborne particles				X
Non-weather related – extreme heat/cold	X			
Work near moving mechanical parts				X
Risk of electrical shock		X		
Vibration – heavy equipment and trucks	X			
Other – rude people		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting – more when driving			X	
Talking and hearing			X	
Using hands/fingers to handle/ tools			X	
Climbing or balancing			X	
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms – cleaning			X	
Tasting or smelling			X	
Bending, pulling, pushing- related to manual labor			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds	X			
Up to 100 pounds – with two people	X			
Over 100 pounds – with two people	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud noise (heavy equipment/traffic)				X
Very loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)