

## **Laird Township Transfer Station Attendant**

Position Purpose: This position is to monitor the transfer station during approved hours and to help residents dispose of their bags as-needed.

### **Job Environment:**

A majority of work is performed outdoors at the transfer station.

### **Job Duties:**

- Open and close transfer station according to schedule.
- Maintain transfer station in accordance with rules and regulations.
- Direct incoming vehicles to proper disposal areas, check for valid transfer station bags.
- Performing routine maintenance of equipment used at site.
- Supervise materials used on site and accept township bags only.
- Keep transfer station clean, pick-up debris, clean building and mow/weed whack, if needed.
- Explain transfer station procedures to general public; monitoring materials to prohibit disposal of prohibited items.
- Ensure safety procedures are followed.
- Report transfer station activities for inclusion in the monthly Township Board meeting.
- Identify and resolve reported issues and concerns in a timely manner and report to the Laird Township Supervisor.

### **General Responsibilities:**

- Perform work in accordance with all federal, state and local laws, rules and regulations and within mandated OSHA and MSDS standards.
- Represent the town in a professional manner at all times. Perform work assignments in a prompt, efficient and safe manner.
- Report all accidents, to self and/or property, as well as safety concerns to the Laird Township Supervisor within two (2) hours of the incident for non-emergencies. All emergency incidents must be reported immediately.
- Commitment to maintain a good working relationship with coworkers, other township officials, and the general public.

### **Requirements – Minimum Qualifications**

- Ability to understand and follow written and oral instructions, communicate with others and work independently.
- Ability to operate transfer station mechanical equipment skillfully and safely.

- Ability to detect need for mechanical servicing of equipment and make minor repairs and adjustments as necessary.
- Knowledge and ability to follow all general safety procedures and practices.
- Ability to remain calm and deal courteously with public exhibiting exceptional customer service skills, especially when interacting with upset customers.
- Physically able to work in all types of weather conditions.
- Ability to manually lift objects weighing up to 50 pounds.
- Have appropriate hand, eye, and foot coordination to properly use equipment/tools.
- Be able to handle cash and make change, as needed.