



## JOB DESCRIPTION

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<b>TITLE:</b>	<b>Transfer Station Attendant</b>
<b>DEPARTMENT:</b>	<b>Sanitation</b>
<b>REPORTS TO:</b>	<b>Street/Sanitation Superintendent</b>
<b>FLSA STATUS:</b>	<b>Non - Exempt</b>
<b>GRADE:</b>	<b>5</b>
<b>SALARY:</b>	<b>\$25,222.62 - \$34,914.01</b>

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### NATURE OF WORK

Assists in the maintenance and operation of a City transfer station and provides manual labor for tasks associated with maintenance of equipment and cleanliness of the station; works under close supervision; preforms all other duties as assigned.

### ESSENTIAL JOB FUNCTIONS

1. Supervise and oversee the unloading of municipal solid waste (MSW), construction and demolition waste (C&D), universal waste, appliances, batteries, electronics and bulky items, and other materials accepted at the Transfer Station from licensed haulers and residents/businesses of the City in accordance with City policies and operating procedures;
2. Conduct visual and random inspections of solid waste;
3. Provide the public with information about transfer station procedures, charges and options for solid waste services in a courteous and efficient manner;
4. Attend training sessions offered and/or required by the City;
5. Operate a stationary hydraulic compactor for loading solid waste into trailers for offsite transport;
6. Operate tractor truck or yard jockey to connect and disconnect transfer trailers as needed onsite during normal operations of facility;
7. Operate backhoe, forklift and skid steer loader to assist in clean-up and movement of solid waste onsite as appropriate;
8. Keep the office and site clean and orderly, including sweeping, raking, snow shoveling, mowing/trimming, picking up litter, and the like;
9. Manage household hazardous waste and small-business generated hazardous waste within the parameters of training;
10. Open, close and secure the facility during each day of operation in coordination with the Street/Sanitation Supervisor;

11. Performs other related work as assigned by the Street/Sanitation Supervisor.

### **EDUCATION, TRAINING, AND EXPERIENCE REQUIRED**

High school diploma or equivalent with basic reading, communication and mathematical skills;

Capability of being medically cleared and fit-tested for respirator use;

Relevant work experience with mechanical, electrical and hydraulic equipment;

### **SUPERVISORY RESPONSIBILITY**

None

### **SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED**

Possession of or ability to obtain a valid Oklahoma Commercial Driver's License.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of traffic laws, regulations concerning safe operation of equipment, and other methods used in sanitation work;

Ability to understand and follow oral and written instructions in the English language, follow up on complaints, operate safely, and perform manual labor;

Ability to work a regular schedule with occasional overtime;

Ability to be trained in and obtain a complete understanding, adherence and commitment to the City safety program;

Ability to operate heavy equipment (backhoe, skid steer loader, forklift), and drive a box truck and tractor truck or yard jockey to move trailers onsite only;

Ability to assist Transfer Station customers in an efficient and courteous manner.

### **PHYSICAL/MENTAL REQUIREMENTS**

Performs manual labor for extended periods under unfavorable weather conditions and capable of lifting objects (trash receptacles to unload in truck) of up to 100 pounds at frequent intervals.

### **ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS**

Must be able to face exposure to infectious agents such as hepatitis B or HIV.

Must be able to work for long periods of time, requiring sustained physical activity.

Must be able to spend extensive time outdoors exposed to the elements.

Must be able to work in wet, icy, or muddy areas.

Must be able to lift varying weights and carry said weights, without stopping, for various distances.

May be required to work weekends, holidays, and overtime as needed.