

****Town of Tunbridge**

Transfer Station Attendant – Job Description**

Position Title: Transfer Station Attendant

Department: Transfer Station

Reports To: Selectboard (coordinating with Assistant)

FLSA Status: Hourly, Part-Time

Work Schedule:

- **Saturdays (required)**
 - **Wednesdays**
 - **Additional weekday hours as assigned based on operational needs**
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1. Position Summary

The Transfer Station Attendant is responsible for the safe, orderly, and compliant operation of the Tunbridge Transfer Station. This position ensures that only authorized users access the facility, assists residents with proper disposal and recycling, maintains a clean and safe site, and ensures compliance with all local, regional, and state solid waste regulations.

The Attendant serves as the Town's on-site representative and plays a key role in customer service, safety, and environmental stewardship.

2. Essential Duties and Responsibilities

Customer Service & Access Control

- Verify that all users have valid **Transfer Station stickers** and **dump tickets**.
- Ensure that only eligible Tunbridge residents, property owners, and authorized users access the facility.
- Provide friendly, respectful assistance to residents regarding disposal, recycling, and sorting requirements.
- Answer basic questions about fees, accepted materials, and facility rules.

Solid Waste & Recycling Operations

- Monitor disposal areas to ensure proper sorting of trash, recycling, food scraps, metal, bulky items, and other materials.
- Direct residents to appropriate containers and ensure compliance with Vermont's Universal Recycling Law (Act 148).
- Maintain orderly and safe placement of materials in all containers.
- **Contact the Town's solid waste hauler (currently Casella) to schedule compactor pickups when containers are nearing capacity.**

Safety & Site Maintenance

- Maintain a clean, safe, and hazard-free facility.
- Remove litter, debris, and improperly placed materials.
- Keep walkways, stairs, and platforms clear and safe in all weather conditions.
- Report any unsafe conditions, equipment issues, or incidents immediately.

Compliance & Recordkeeping

- Follow all Town policies, including the Transfer Station Access Policy and fee schedule.
- Maintain accurate counts of bulky items, tires, and other fee-based materials.
- Document any violations, safety concerns, or repeated misuse of the facility.
- Assist with annual reporting requirements as requested.

Communication & Coordination

- Communicate regularly with the Administrative Assistant to the Selectboard regarding operational needs, container pickups, supply needs, or resident concerns.
- Report any conflicts, safety issues, or incidents involving residents.
- Work cooperatively with haulers, recyclers, and contractors.

3. Required Knowledge, Skills, and Abilities

- Strong customer service skills and the ability to interact respectfully with the public.
 - Ability to enforce rules calmly, consistently, and professionally.
 - Basic understanding of recycling, solid waste handling, and Vermont waste regulations (training provided).
 - Ability to lift up to 50 pounds and work outdoors in all weather conditions.
 - Ability to recognize safety hazards and take appropriate action.
 - Reliability, punctuality, and strong attention to detail.
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4. Minimum Qualifications

- High school diploma or equivalent preferred.
 - Prior experience in customer service, maintenance, or solid waste operations helpful but not required.
 - Must be at least 18 years old.
 - Must be able to work independently with minimal supervision.
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5. Work Environment

- Outdoor work in all weather conditions.
 - Exposure to noise, odors, and heavy equipment.
 - Requires standing, walking, bending, lifting, and climbing steps throughout the shift.
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6. Compensation

- Hourly rate set annually by the Selectboard.
 - This is a part-time, hourly position with no benefits unless otherwise determined by the Town.
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7. Employment Classification

This position is an at-will municipal employee position. Nothing in this job description constitutes a contract.
