

Position Title:	Transfer Site Attendant
Position Reports To:	Utility Superintendent
Wage:	\$15.00/hour
Hours:	Tuesdays Noon to 6 PM, Saturdays 9:00 AM to 5:00 PM

Description

Willingness and ability to work with the public and answer questions pertaining to the transfer site. Ability to perform all duties that pertain to the transfer site as assigned by the Utility Superintendent.

Scheduled Duties

1. Inspection of the transfer site on workdays
2. General maintenance, cleaning and organizing building interior on a regular basis.
3. Monitor trash inflow with random checks of bagged trash. Filling out paperwork of random trash checks.
4. Monitor and record the pick-up schedule of all the dumpsters and report to the superintendent when extra pick-ups may be needed.
5. Check validity of permits to use the transfer site and record date/times of use.
6. Snow removal of walkway areas at transfer site as needed.
7. Report any repair needs to your supervisor.

Essential Physical & Environmental Demands

Must be able to work outside in various weather conditions. Job requires a certain amount of physical stamina with possible lifting of 20 to 50 pounds and maneuvering objects. Must have the ability and willingness to work with the public and staff daily, and to courteously answer questions and verbalize information pertaining to the transfer site.

Education, Training and Experience

1. Must be 18 years of age and able to follow safety instructions for the operation of hydraulic equipment.
2. Attend employee meetings and training.

*The City of Bennet is an equal opportunity employer.