

Jurisdiction: Towns & Villages
Jurisdictional Class: Non-competitive
Adopted: 10/31/91

RECYCLING/TRANSFER STATION ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for ensuring that all refuse or recyclables brought to a town or village transfer or recycling station is unloaded and deposited in the appropriately designated areas. Incumbents are expected to survey incoming loads of refuse, weight or direct vehicles to appropriate sites or sort and separate refuse once it has been deposited. The work is primarily physical in nature and is performed under the general supervision of the Town or Village Board, or its designee. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Surveys incoming loads of refuse, checks refuse type, and directs vehicles to appropriate areas;
Sorts and separates refuse;
Removes non-desirable and non-acceptable refuse;
Checks incoming refuse for liquid and hazardous wastes;
Checks permits to insure that only authorized refuse collectors and municipal residents use the station, if applicable;
Patrols station sites, grounds and driveways;
Maintains station area by picking up refuse that has fallen off or out of vehicles;
May occasionally operate machinery;
Obeys, assists and participates in the enforcement of health and safety rules and procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the recycling or transfer station operation; ability to identify appropriate landfill sites for various refuse types; ability to understand and follow oral and written direction; ability to deal effectively with the public; ability and willingness to perform manual tasks; willingness to work under adverse weather conditions; good judgment; common sense; alertness; integrity; dependability; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a standard senior high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT: Possession of a valid Class D New York State Driver's license may be required.