

Town of Wayne

Job Description

TITLE: Transfer Station worker

QUALIFICATIONS:

1. Valid Driver's License and access to vehicle
2. Able to lift 50 pounds
3. Access to phone and messaging system

REPORTS TO: Town of Wayne – Town Board Chairperson

JOB GOAL:

To assist or monitor customers in the disposing of trash and recyclable materials.

CRITICAL JOB FUNCTIONS:

1. Arrive to work 15 minutes before the start up time. Transfer Station is open on Saturdays from 8:00 a.m. to 3:00 p.m. During Daylight Savings Time, it is also open on Wednesdays from 5:00 p.m. to 7:00 p.m.
2. Keep the Transfer Station neat. All trash and recyclables must be in appropriate receptacles.
3. Effectively communicate with the public, clerk, and Town Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist customers in the disposing of trash and recyclable materials.
2. Direct and monitor customers in the disposing of trash and recyclable materials.
3. Maintain cleanliness of the grounds and ensure safe operating procedures.
4. Backup for the lead transfer station worker in collecting and record keeping of fees.
5. Communicate to the lead transfer station worker or town board chairperson any issues with a customer or a practice.
6. Perform related work as required.