



Job Description

TITLE: Transfer Station Attendant	JOB CODE: 5175
DEPARTMENT: Public Works	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Labor/Trade
UPDATED: April 13, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under general supervision of the Solid Waste Manager, assists residents in the use of the transfer station and the recycling program; inspects customer materials and directs them to the appropriate area; ensures that customers observe safe practices while on the site; maintains logs and records as required; performs routine grounds maintenance and landscaping. The Transfer Station Attendant collects, logs, and balances fees received to ensure a compliant cash handling procedure.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Provides courteous and helpful customer service to residents using the transfer site; assists the public in using the site easily and efficiently.
- Inspects incoming solid waste materials, determines its compactibility; directs the resident to the proper placement in the appropriate disposal areas.
- Logs and maintains records as established by the County and other governmental agencies regulating the disposal of solid waste.
- Assists with the recycling program; makes residents aware of the program and how material should be delivered and placed at the transfer station.
- Receives Solid Waste Convenience Station fees collected at Transfer Stations and issues receipts and/or change due to customers.
- Prepare and balance daily cash log; ensure and comply with cash handling procedure, including transports and securing of cash.
- Ensures that all customers comply with safety guidelines; adheres to all safety rules and regulations in performing job tasks.
- Lifts, carries, and loads materials, tools, and debris.
- Clean tools, equipment, material and areas where work has been performed.
- Remove debris, weeds, limbs, ice and snow from facility; paints facility as needed.
- Performs routine grounds maintenance, including driveways, ramps, and landscaping.
- Performs a wide variety of manual labor including digging, spreading, and leveling dirt, gravel, and asphalt materials; uses shovels, rakes, and wheelbarrows.
- May drive county vehicles to and from job sites; may operate hand-held tools and backhoes.
- Assists with routine maintenance and emergency repairs; services assigned equipment.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of methods, techniques, tools, and equipment used at the transfer station.
- Knowledge of safety procedures including basic traffic control.
- Knowledge of basic operating functions of computer, copier, scanner, printer, and calculator.
- Knowledge of revenue collection methods and practices.

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Transfer Station Attendant

- Knowledge of proper use of safety equipment.
- Knowledge of County policies and procedures.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in the use of basic mathematics.
- Skill in performing basic periodic and preventive machine maintenance on the compactor and backhoe.
- Skill in following written and oral instructions.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in providing a high level of customer service to residents.
- Skill in interacting with people of different social, economic and ethnic backgrounds.
- Skill in working independently and as a team member.
- Skill in performing heavy manual labor.

Education and Experience

- High School diploma or GED equivalent and one (1) year of experience in labor.
- Relevant cashier work experience is preferred.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an outdoor environment; may be required to lift and carry items more than 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes various medium and heavy motorized vehicles and equipment, hand and power tools.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____