



TOWN OF KENT JOB CLASSIFICATION

POSITION: Transfer Station Attendant

RATE: \$ 19.68

PURPOSE OF JOB CLASS (NATURE OF WORK):

This class is accountable for independently performing a full range of tasks in the daily operations of the Kent Transfer Station; receive supervision from the Kent Transfer Station Manager, participate, prepares and initiates work with the facility.

SUPERVISION RECEIVED:

Works under the direct supervision of the Transfer Station Manager.

HOURS OF WORK:

This Job Classification is a part-time hourly position. General work hours correspond with operating hours of Kent Transfer Station; overall hours are dependent on coverage needed.

EXAMPLES OF DUTIES:

Assists permit-holders in the proper disposal of all items accepted at the Kent Transfer Station; operates the cash register and handles monies in an efficient and responsible manner; issues permits to residents; maintains a safe and clean work environment; other related duties as assigned.

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of municipal solid waste and recycling processes; ability to utilize computers and software; good math and organizational skills and understanding of office procedures; interpersonal skills; ability to work with the general public in a collegial, polite manner; ability to receive supervision from Transfer Station Manager.

MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE:

Previous experience working with the general public.

MINIMUM QUALIFICATIONS – SUBSTITUTIONS ALLOWED

n/a

SPECIAL REQUIREMENTS:

Candidate is required to obtain Department of Energy and Environmental Protection Landfill Operator Certification within one year of date of hire.

WORKING CONDITIONS:

Candidate may be required to regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 80 pounds; work is outdoors, may be exposed to moderately disagreeable conditions; expected work will handle hazardous materials.