



TOWN OF SCHROON JOB DESCRIPTION

TOWN OF SCHROON - FT Transfer Station Attendant

SALARY: Based on qualifications

JOB SUMMARY: Monitor and accept the delivery of solid waste and recyclable material at the Transfer Station.

ESSENTIAL JOB FUNCTIONS: Assigned duties may include, but are not limited to:

Assist the public in unloading vehicles and placing materials in designated areas.

Aid customers who need help determining where to put refuse and recyclables.

Communicate to customers the recycling process and the rules of solid waste. Field phone calls and questions.

Perform customer service duties to maintain smooth operations of the facility.

Weigh trucks transporting refuse from neighboring Towns that use the facility.

Maintain records of incoming/outgoing weights.

Monitor incoming materials to ensure that only acceptable waste is received and processed.

Operate hydraulic compactors; ensure proper maintenance of the facility and all equipment.

Maintain the facility and site in good condition; operate snow plow vehicle, bobcat, backhoe, mowers and other maintenance equipment.

Perform a variety of financial duties which include selling punch cards, collecting fees, controlling daily money collected, and transmitting money to the Clerk to Supervisor.

Weigh materials to determine proper charges.

Maintain various records and accounts relating to operations.

Notify County of need to haul away full refuse and recycling containers.

Ensure compliance with the standards and regulations established by the Town, County State Department of Environmental Conservation.

SUPERVISORY RESPONSIBILITIES: This position does not have any supervisory responsibilities.

PHYSICAL ACTIVITIES AND REQUIREMENTS: Ability to climb, stoop, reach, stand, walk, push, pull, lift, use fingers, grasp, talk, and hear. Ability to exert up to 100 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

ENVIRONMENTAL CONDITIONS: The worker is subject to both inside and outside environmental conditions: Activities occur inside and outside. The worker is subject to extreme cold: Temperatures below 32 degrees for periods of more than one hour. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level. The worker is exposed to contagious disease hazards: Duties may include responsibilities with exposure to blood borne pathogens, human waste, or other elements that require routine precautions. The worker is exposed to unpleasant tasks: Duties include handling garbage, strongly unpleasant odors, etc. The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dusts, mists, gases or poor ventilation.

MINIMUM QUALIFICATIONS: None are required.

Town of Schroon is an equal opportunity employer

✉ 15 Leland Ave P.O. Box 578 Schroon Lake NY 12870

🌐 www.townofschroonny.gov/employment-opportunities/

☎ 518-532-7737