

**CLASS TITLE: Transfer Station Attendant**

**DEFINITION:**

An employee in this class, with the guidance from the Sanitary Landfill Superintendent, oversees the transfer station area. In addition, the attendant assists customers in placing trash in boxes.

**EXAMPLES OF WORK: (Examples are illustrative only)**

- Picks up trash around the transfer station.
- Ensures that people place their trash in the boxes.
- Assists people in need of help in placing trash in boxes.
- Notifies the Superintendent when boxes are overflowing if the carrier doesn't show up.
- Keeps the transfer station as neat as possible.
- Check for transfer station permit stickers on vehicles.
- Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to understand and carry out oral instructions.
- Be in good physical condition.

**MINIMUM EXPERIENCE, TRAINING AND EDUCATION:**

- No education necessary.
- Some experience in keeping the transfer station neat.

**REQUIRED LICENSES AND CERTIFICATES:**

None

**ADDITIONAL DESIRABLE QUALIFICATIONS:**

None

**ADOPTED:**

**GRADE: 1**

**Word Revision: 07/17/2014**