

The Town of Signal Mountain

is accepting applications for the position of

Transfer Station Attendant

The position is part-time, Saturdays only. The starting pay is \$9.00/hour. A physical and drug screen are required. Applications may be obtained and will be accepted between the hours of 8:00 am and 4:30 pm, Monday through Friday, at Town Hall, 1111 Ridgeway Avenue, Signal Mountain TN 37377. Please call 423-886-2177 or 423-886-6367 for more information. Applications will be accepted until the position is filled. The Town of Signal Mountain is an equal opportunity employer and a drug-free workplace.

**Town of Signal Mountain
Position Description**

**Title: Recycle Center/Transfer Station Attendant
Division/Department: Public Works**

Purpose:

Employee manages daily operations of the transfer station and/or recycle center to provide a clean, efficient and friendly location for citizens to dispose of recyclable and waste materials. This position is under the supervision of the Street and Sanitation supervisor.

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

Assist citizens with drop-offs; answer questions concerning acceptable recyclable or waste items.

Ensure items are put in correct containers.

Operate cardboard, single stream and/or solid waste compactor.

Collect and receipt fees for building materials.

Handle and store paint and other household hazardous wastes and maintain manifest records of same.

Keep drop-off center clean; other duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of departmental functions, rules, regulations and procedures.

Knowledge of the recycling and waste disposal processes.

Knowledge of occupational hazards, safety standards and precautions.

Ability to carry out routine written and oral instructions.

Ability to establish and maintain effective working relationships with employees and the general public.

Equipment:

Cardboard, single stream and/or solid waste compactor.

Educational Requirements:

Partial high school education with the ability to read, write, and speak a minimum amount of English to perform job.

Experience Required:

No related experience required.

Problem Solving Requirements:

Carry out routine tasks that require a sequence of steps usually performed in a standardized way.

Writing Skills Required:

Complete forms using a few words or numbers; for example, taking telephone messages.

Speaking/Presentation Skills Required:

Answer questions with a brief response and provide standard information to customers/citizens, visitors, callers, supervisors or other employees.

Job Related Communication:

Within the department - daily

With employees in other departments – weekly

With employees in other organizations - monthly

With the public – daily

Planning & Scheduling:

Very limited – little opportunity to plan or schedule own activities

Difficulty of Work:

Work involves a variety of routine tasks performed in accordance with established and prescribed procedures.

Assignment of Work:

General direction in following established practices and clear-cut policies.

Effects of Work Errors:

Errors are readily detected in normal course of work by standard check resulting in little or no difficulty in loss of time to correct.

Working Conditions:

On average approximately 70% standing, 20% walking, and 10% sitting. Approximately 0-20 lbs. may be required lifting.

Lifting frequency – frequent

Bending – very frequent

Pushing and/or pulling loads - frequent

Reaching over head - some

Kneeling - some

Crawling - none

Climbing ladders - none

PUBLIC WORKS RECYCLE-TRANSFER STATION ATTENDANT

Mental/Visual Effort:

Typing/CRT - none

Attention to detail - some

Monitoring equipment - some

Detailed inspection - none

Transcription/proofreading - none

Adverse Conditions:

Exposure to temperature extremes - frequent

Dangerous equipment - some

Chemicals - some

Noise - some

Physical effort/risk – some

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