

# **Town of Long Island Job Posting**

The Town is accepting applications for reserve Transfer Station Attendants and Assistants to the Trash Truck driver. Note: Curbside trash pick up occurs on Monday of every week, except for holidays or inclement weather. Please contact Brian Dudley, Town Administrator ([townadmin@longislandmaine.org](mailto:townadmin@longislandmaine.org)). Please indicate if you are interested in one or both positions. The starting hourly rate for these positions is \$18.

## **1) Transfer Station Attendant and Trash Truck Assistant**

This is manual work involving the operation of equipment to process refuse and debris at the Town Transfer Station. Successful applicants must have a valid Maine drivers license.

Employees of this class are responsible for the operation of the Transfer Station facility; coordinating the disposal and transfer of refuse and debris; overseeing the recycling operation; and dealing with the public. Work is performed under the general direction of the Town Administrator in accordance with established procedures and routines. Work is reviewed through discussion and observation of results obtained.

### Essential Duties and Responsibilities

1. Opens and closes the Town Transfer Station according to the schedule set by the Town.
2. Directs incoming vehicles to proper disposal areas.
3. Maintains the punch card system in accordance with proper disposal protocols and are responsible for all lost cards. Will return cards, money, and written receipts to Town Hall.
4. Performs routine maintenance of equipment used at site.
5. Supervises separation of trash by users of the site.
6. Keeps Transfer Station clean; picks up debris and cleans the buildings and surrounding areas.
7. Oversees proper recycling with regards to the single-sort system and cardboard.
8. Explains Transfer Station procedures to the general public; monitors cargo to prohibit disposal of prohibited materials.

9. Ensures safety procedures are followed; uses appropriate safety equipment during Transfer Station operations.
10. Maintains Transfer Station records for DEP reporting purposes and maintains DEP required training for position.
11. Collects refuse materials at curbside with the Trash Truck driver once weekly.
12. Performs related work as may be required.

#### Requirements of Work

1. Ability to maintain Transfer Station in accordance with rules and regulations.
2. Working knowledge of the operation and maintenance of mechanical equipment together with the ability to make minor repairs and adjustments and to do necessary servicing work.
3. Knowledge of hazards and applicable safety rules and regulations in equipment operations.
4. Ability to operate equipment skillfully and safely.
5. Ability to detect the need for mechanical servicing of equipment.
6. Ability to establish and maintain effective working relationships with the public and other Town employees.

#### Training and Experience Required

Sufficient educational background or related experience to perform job related duties.