

TOWN OF ROCK CREEK

Part Time Solid Waste and Recycling Transfer Station Attendant Job Description

Purpose of position

Assist, direct, and educate the public in the proper use of and disposal of solid waste and recyclables at the Rock Creek Transfer Station.

Essential Duties and Responsibilities

To represent the Town of Rock Creek by assisting the public in the proper use of the Rock Creek Solid Waste and Recycling Transfer Station. Other duties may be required and assigned.

- Be present during the standard operating hours of the transfer station. (At this time proposed to be Saturdays 7:30AM to 11:30AM and Thursdays 2:00PM to 6:00PM.) Arrive earlier enough to prepare the site for use and stay late enough to clean, control loose litter, and secure the site.
- Educate and aid the public as to the correct placement of solid waste and recyclables.
- Help with snow removal, if necessary.
- Collect fees for any non-mandated recyclable materials that will be accepted at the site.
- Expect 9 to 10 hours of employment per week.

Minimum Training and Experience Required

- High school diploma or equivalent. Prior experience at a solid waste and/or recycling facility a plus. Heavy equipment operation experience a plus. Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required

Language Ability and Interpersonal Communication

- Ability to assemble, copy, record and transcribe data and information, following a prescribed plan. Able to compare, count, differentiate, measure and/or sort data and information.
- Ability to understand, explain, and clarify to others established policies, procedures, and standards. Be able to follow specific instructions and respond to simple requests.
- Ability to use descriptive data and information, such as timecards, hazardous materials manuals, material usage reports, etc.

Mathematical Ability

- Ability to add, subtract, multiply, and divide

Judgment and Situational Reasoning

- Ability to make decisions in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to exercise judgment, decisiveness, and creativity.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple complex and rapid adjustments.
- Able to coordinate eyes, hands, feet, and limbs in performing highly skilled movements.
- Able to exert moderately heavy physical stress in moderately heavy work, including stooping, kneeling, crouching, and crawling. Ability to handle, finger and feel; lift, carry, push and pull; climb and balance.

Environmental Adaptability

- Able to work in mildly unsafe and uncomfortable conditions, regarding environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, and dust.

Compensation

Starting salary \$15.00 depending on experience. Employment will begin around January 1, 2021.

Apply to:

Town of Rock Creek, Town Clerk
N995 Cty Rd H
Mondovi, WI 54755

The Town of Rock Creek is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.