

**POSITION DESCRIPTION  
TRANSFER STATION LABORER**

**NON EXEMPT**

POSITION NARRATIVE:

This is an entry level position that requires an individual to take on assignments related to the operations of the Transfer Station. Individuals must be able to assist the public in the disposal of recyclables and solid waste being brought to the Station. All work is done under the oversight of the Transfer Station Manager. This is a full time position that is paid on an hourly basis for work as it is scheduled.

LEVELS OF AUTHORITY AND DECISION MAKING:

ROUTINE ACTIONS AND FOLLOWING THE REQUIREMENTS OF THE PROCEDURES ASSIGNED TO THE POSITION TASKS.

DECISION MAKING RELATES TO INTERPRETING POLICIES AND PROCEDURES AND APPLYING THOSE TO THE TASKS OF THE POSITION.

DECISION MAKING INCLUDES RECOMMENDING POLICY AND AMENDING PROCEDURES TO IMPROVE THE EFFICIENCY OF TASK COMPLETION.

SUPERVISION: This position is supervised by the Transfer Station Manager.

EXAMPLES OF WORK (These are examples only and not meant to be the complete listing.)

-Will assist the public as they bring their refuse and recyclable, assuring they are placed in the appropriate disposal bins.

-Will assist the Manager in maintaining the retail store including clean-up of the store, restocking inventory, and disposing of items from the store.

-Will be required to handle cash and account for all funds turned over to the Manager or their designee.

-Will take initiative to keep the transfer station clean, picking up litter, spills and other items as needed.

SKILLS, ABILITIES AND REQUIREMENTS OF THE POSITION:

-Individuals must be able to lift and throw bags in excess of 40 lbs. on a continuous basis, work a full ten (10) hour day if needed as well as manage various size and weight containers of waste into the correct disposal bins as well as other physical, repetitive and demanding work at the station.

-Be able to provide accurate information about recycling to all customers of the station.

-Be available consistently once contacted and report to work at the designated time.

-Provide their own transportation to and from the station.

-May need to learn how to operate stationary disposal equipment.