

TOWN OF ROME POSITION DESCRIPTION

POSITION TITLE: Public Works Solid Waste and Recycling (Transfer Site) Attendant
DEPARTMENT(S): Public Works/Transfer Site
REPORTS TO: Director of Public Works

JOB SUMMARY AND POSITION SCOPE

The attendant position is responsible for opening and closing the Transfer Site. Monitoring users to ensure they are Town of Rome residents or permitted contractors, and correctly placing trash and recyclables in the proper containers. Attendants must monitor loads of materials being brought into the site to prevent prohibited items. Attendants must be able to work both weekdays and weekends on a rotating schedule.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Keep the Transfer Site as neat as possible; including collecting and disposing of all items that may be blowing around or dropped on the ground.
- Instruct residents in a courteous matter on how to dispose of trash and recyclables.
- Inspect every load of leaves or brush brought into the site, do not accept any branches in the compost pile or stumps and trees larger than six (6) inches in the brush pile.
- Ensure treated or painted wood should be placed in the miscellaneous/construction waste container.
- Ensure leaves are removed from plastic bags.
- Handle and receipt payments for fee (i.e. mattresses, tires, sofas, light tubes) items. A receipt shall be made out for all monies collected.
- Monitor level of waste oil, so it can be pumped before it overflows;
 - don't allow any fluids other than waste oil to be poured into the waste oil tank;
 - have residents leave anti-freeze in their containers and attendant will empty them during a slow period and place empty containers in compactor;
- Keep the bathrooms, entry shed, and attendant area clean and tidy.
- Perform all other duties as requested by the Director of Public Works.

Attendant(s) will take turns in the shed located at the entry to the Transfer Site and monitor Transfer Site tags and contractors entering the site. Attendants must ask those who are not Town of Rome residents or had a contractor's permit to leave the site. If an attendant has to leave due to an emergency, they must notify the Director of Public Works or call another attendant to come in and complete the shift. If an attendant should be injured on the job, notify the Director of Public Works or the Town Administrator immediately.

Total hours of employment will not exceed 800 hours per year.

REQUIRED LICENSES AND CERTIFICATIONS

- High School Diploma or its equivalent.
- Must have a valid WI driver’s license.

PREFERRED EXPERIENCE, TRAINING, QUALIFICATIONS

- Ability to understand and effectively carry out written or verbal instructions.
- Ability to learn assigned tasks readily.
- Ability to work well with others.
- Ability to speak with the general public on matters pertaining to Transfer Site operations.
- Provide excellent customer service.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to operate two-way radios, cash register, and golf cart.
- Ability to wear safety vest while on duty.
- Ability to work outside and therefore be exposed to differing levels of environmental conditions (snow, wind, rain, dust, temperature extremes, etc.) as well as fumes or airborne particles.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skills and training.
- Ability to perform frequent shoveling, raking, sitting, standing, kneeling, or bending for extended periods of time.
- Ability to assist public with unloading waste items, lifting, and bending. Must be able to regularly lift 50 lbs. and occasionally 75 lbs.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities but are an overview of the duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as needs and requirements change.

The Town of Rome 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.

I, _____, acknowledge receipt of a copy of the Job Description for the Solid Waste and Recycling (Transfer Site) Attendant position and agree to perform my duties as stated above.

Signature: _____ Dated: _____