

ON-CALL SUBSTITUTE TRANSFER STATION ATTENDANT

The ON-CALL SUBSTITUTE is a part-time, non-benefit position, *as needed*, primarily during the operating hours of the Transfer Station (Wednesday and Saturday, 7:00 am to 5:00 pm), and occasionally other times as operational needs may dictate. The OCSTSA reports to the Transfer Station Manager.

Duties and Responsibilities:

- Knows, understands and follows all Transfer Station safety and operating rules and procedures.
- Possesses a pleasant, professional, positive attitude when interacting with the public, and is able to assist and explain operating policies and procedures to facility users.
- Monitors access to, and operations at the Transfer Station.
- Ensures that residents have valid Transfer Station Sticker and conducts visual inspection of loads as needed to prevent disposal of prohibited materials. Tactfully redirects/educates when needed.
- Performs administrative duties such as accurately completing paperwork (sale of permits, bags, tipping fees, etc.) or scheduling pick-ups with contracted trucking companies.
- Maintains the cleanliness and order of the Transfer Station including interior and exterior perimeters; through mowing, weed-whacking, and picking up rubbish and debris.
- Snow and ice management including shoveling and sanding of steps, walkways and around compactors.

Physical requirements include:

- The ability and endurance to lift and carry up to 50 lbs. on a regular basis.
- The ability to reach and work above and below shoulder height on a regular basis. The ability to climb stairs.
- The ability to perform manual labor in outside environments (for example: heat, rain, cold and snow).

Interested qualified individuals are encouraged to submit a completed application and letter of interest to: Randall Kemp, Highway Superintendent, P.O. Box 379, Southampton, MA 01073; or drop off at the Highway Department during normal business hours.