



TOWN OF LODI POSITION DESCRIPTION

Position Title: Transfer Site Operator/Attendant
Department/Location: Public Works/Transfer Site
Reports To: Administrator/Clerk/Treasurer
Employment Category: Part Time
Date Created: 5/30/2023

1. POSITION SUMMARY

This position is primarily responsible as a transfer site operator/attendant to be helpful to the residents and assist them with ensuring they understand how the transfer site operates. Job duties include inspections of incoming materials, what refuse goes in which container, what items are recyclable, and which are not, what items will have a charge associated with them, helping residents, when possible, to unload large/heavy items as needed. This position will also include keeping the transfer site neat and orderly and various other duties as required.

2. GOALS & ACTIVITIES/EXPECTATIONS AS A TOL TRANSFER SITE ATTENDANT:

- A. Show up for your scheduled shift.
- B. Days off, sick time, schedule changes will need to go through the PWD OR Lead Transfer Site Operator in the absence of the PWD.
- C. Be on time for your scheduled shift. You will need to be ready to work AND open for business at your scheduled shift. Transfer Site Hours are as follows: Wednesday, 3 pm – 6 pm; Saturday, 8 am – 4 pm; Sunday, 8 am – noon. Transfer Site hours are subject to change by direction of the Town Board.
 - EXAMPLE: If you are scheduled to work at 3:00 pm, the compactor, cardboard, recycling, demo, and metal bins/dumpsters will be open and ready to go BEFORE the 3:00 opening time.
 - If you are at work at 2:50, mark your timecard accordingly.
- D. Check for transfer site resident stickers or cards depending on which one we are using.
- E. Assist other employees as needed.
- F. Maintain the transfer site so it is clean and safe for yourself and residents. If you see something that needs repair or is unsafe report it to the lead Transfer Site Operator or PWD. Ensure compliance with safety and maintenance procedures.
- G. Collect monies from residents as needed for chargeable items. Write receipts accurately. Whomever is collecting the money that day WILL count the money at the end of the shift and sign and date the logbook and enter the amount of money collected for that day in the logbook.
- H. When collecting monies, citizens will need to show you proof of ID or proof of new address.
- I. Actively monitor what is going into the dumpsters to ensure we are collecting money when needed and using the dumpsters correctly and efficiently.
- J. Monitor cardboard bins and break down cardboard to utilize bin space.
- K. Maintain and push recycling bins until they reach their full capacity. Utilize the yellow ropes/bungee cords when closing full bins OR to keep empty bins from being opened by residents.
- L. Monitor and maintain DEMO bins. Use 1 Demo bin at a time until full.
- M. Full or DEMO bins not in use will be marked with the CLOSED sign.
- N. DEMO bins “in use” will be marked with the OPEN sign.
- O. FULL or DEMO bins that are CLOSED or NOT in USE will be tarped.

- P. Monitor metal bin. If full, mark with CLOSED sign. Large metal items should be put next to metal dumpster, at least 2 feet away from the side of the dumpster but allowing for vehicles to get safely by. OR set metal items off to the side on the grass area.
- Q. Compactible garbage will go in the compactor. To include, but not limited to:
 - Styrofoam, bubble wrap, etc.
- R. Monitor compactor. If full, dispose of wastes in DEMO bin 1 or 2.
- S. Monitor and assist residents with disposing of waste oil.
 - Only allow waste oil and no other hazardous fluids.
 - Monitor and place empty waste oil containers and oil filters in appropriate bins.
- T. Monitor and assist residents with disposing of cooking oil waste.
 - Only allow cooking oil waste and no other fluids in cooking oil bin.
 - Monitor and place empty cooking oil containers in appropriate bins.
- U. Monitor and assist residents with disposing of electronic waste.
 - Monitor and assist residents with loading the electronic bin with E-waste, televisions, monitors, and other approved electronic equipment.
 - NO resident will be authorized to take used electronic waste from the electronic/phone bins.
- V. Monitor and assist residents with disposal of batteries.
 - NO resident will be authorized to take batteries from battery bin/pallet.
- W. Monitor and assist residents with disposal of light bulbs.
- X. Monitor compost pile.
 - Notify PWD or Lead Transfer Site Operator of the need to turn compost pile.
- Y. Refuse to accept material excluded by ordinance or improperly prepared.
 - Notify PWD, Town Chair or Lead Operator of violators.
- Z. Do not accept brush if posted on a sign or on the TOL webpage. PWD, Lead operator or Chair will notify employees if we are not accepting brush.
- AA. Report violations. If you see something, say something.

OTHER QUALIFICATIONS AND WORK RULES:

- A. Working knowledge of waste management practices including recycling and composting.
- B. Physically capable of performing/lifting to 50 pounds.
 - a. Certain exceptions can/will be made if addressed to PWD, Chair or Lead Operator.
- C. Handle the public/residents courteously and with respect.
- D. Take and carry out orders well.
- E. Responsible to the TOL Board and Town Chairperson, with the Lead Transfer Site Operator OR PWD as your immediate supervisor!
- F. Garbage in your shed/shack will be picked up and disposed of properly after each shift.
- G. Glass/metal/garbage will be picked up/swept up and during and before you leave each shift.
- H. Report resident or employee injuries immediately to PWD or Lead Transfer Site Operator.

WINTER ASSIGNMENTS:

- A. ALL transfer site operators will assist in ice and snow removal to provide a safe environment for residents and employees.

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

I have read, understand and received a copy of this Job Description and expectations.

EMPLOYEE NAME (PRINTED AND SIGNED) DATE

TOL CHAIRMAN OR PWD NAME (PRINTED AND SIGNED) DATE