



Town of Adams • Massachusetts 01220

TOWN ADMINISTRATOR'S OFFICE
ADAMS TOWN HALL
8 PARK STREET – Room 210
TEL. (413) 743-8300 EXT 170
FAX (413) 743-8316

RECRUITMENT NOTICE **Department of Public Works**

Transfer Station Attendant

RECEIVED-POSTED
23 OCT -2 AM 9:23
TOWN CLERK
ADAMS MASS.
C/FRK

The Adams Department of Public Works is seeking a dependable, reliable, and customer-focused person to assist residential users of the Town's Transfer Station and perform various tasks. This position directs, inspects, and monitors use to ensure the proper deposit of solid waste, recyclable materials, and other materials collected at the Transfer Station. The attendant inspects user vehicles for valid stickers/permits; directs customers to proper disposal locations within the Transfer Station; and may assist customers with unloading vehicles and placing waste materials in the proper compactors, bins, or locations. Assists with special collection items such as electronic products, etc. Opens, closes, and secures facility; directs traffic flow and maintains order.

Professionally and politely assists in enforcing the Transfer Station's disposal; recycling and safety rules; identifies materials that are prohibited. Monitors compactors, containers, and recycling areas for compliance with established regulations; may sort waste materials to ensure proper disposal; compacts trash as needed. Responsible for the cleanliness of the Transfer Station including all collection areas, buildings, roadway, and grounds; consistently cleans and clears debris. Performs minor maintenance projects; may safely operate and maintain associated tools and equipment; may shovel snow and cut grass and is responsible for the care and maintenance of equipment.

This position is expected to work in adverse weather conditions; subject to weekend work assignments and staggered work schedules. The successful candidate must be reliable, and dependable, and display excellent customer service skills, including patience.

Hourly rate of pay is \$16.20/hour commensurate with qualifications. This position does not include benefits and is per diem. A detailed job description and required application form is available from the Town of Adams website: www.town.adams.ma.us or the Town Administrator's Office, 8 Park Street, Adams, MA 01220. Candidates should submit a resume and cover letter to the Office of the Town Administrator, Adams Town Hall, 8 Park Street, Adams, MA 01220, or via email to employment@town.adams.ma.us. The position will remain open until filled.



RECEIVED-POSTED
23 OCT -2 AM 9:23
TOWN CLERK
ADAMS MASS.
CLFRK

Town of Adams

Job Description

Position Title:	Transfer Station Attendant	Grade Level:	4
Department:	Public Works (DPW)	Union/Non-Union:	Non-Union/Per Diem
Reports to:	DPW Operations Supervisor	Date Prepared:	October 2023

General Duties

Responsible for directing, inspecting, and monitoring residents for the proper deposit of solid waste, recyclable materials, and other materials collected at the Transfer Station. Enforces applicable regulations to ensure compliance. Performs routine maintenance duties at the Transfer Station.

Supervision

Works under the general supervision of the DPW Operations Supervisor and in close coordination and communication with the DPW Administrative Assistant.

Job Environment

Works outside in all weather conditions including adverse conditions. The working environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Unpleasant odors, dust, dirt, fumes, and noise are common occurrences. May work with common tools and power equipment.

Position works various hours, up to a maximum of 19 hours/weekly. Work assignments are subject to weekend and staggered work schedules.

Essential Functions

Inspects user vehicles for valid stickers/permits; directs customers to proper disposal locations within the Transfer Station; may assist customers with unloading vehicles and placing waste materials in the proper compactors, bins, or locations. Assists with special collection items such as electronic products, etc.

Assists in enforcing the Transfer Station's disposal; recycling and safety rules; identifies materials that are accepted and ensures prohibited materials do not enter the waste stream.

Monitors compactors, containers, and recycling areas for compliance with established regulations; may sort waste materials to ensure proper disposal; compacts trash as needed.

Opens, closes, and secures facility; directs traffic flow and maintains order. Reports any invalid stickers/permits to the proper supervisor.

Responsible for the cleanliness of the Transfer Station including all collection areas, buildings, roadway, and grounds; consistently cleans and clears debris.

Performs minor maintenance projects; may operate and maintain associated tools and equipment; may shovel snow and cut grass.

Responsible for the care and maintenance of equipment; reports equipment problems to the proper supervisor.

Expected to work in adverse weather conditions; work assignments are subject to weekend and staggered work schedules.

Physical Requirements

Ability to reach, stoop, kneel, crawl, crouch, turn and twist. Moderate physical effort is generally required with occasional heavy exertion. Dexterity; stamina; and the ability to lift, carry, and place heavy objects are required. Ability to stand for long periods.

Recommended Minimum Qualifications

Education and Experience

High School diploma or GED. Experience working with people preferred; 2-3 years of relevant experience preferred. Knowledge of basic waste management work is preferred.

Knowledge, Ability, and Skill

Ability to understand and follow verbal and written instructions. Ability to read, understand, and adhere to applicable rules, regulations, policies, and procedures.

Must be able to understand, apply, and communicate Town policies and regulations to residents in a professional, polite manner.

Ability to work independently and cooperatively; ability to follow safe work practices.

Must have the ability to safely operate equipment, hand and power tools and safely use cleaning equipment and supplies.

Must be able to maintain accurate records; must have self-initiative to perform necessary tasks without constant supervision and be proactive.

Reliability and dependability are a must for this position.

Approved by:	<i>JRG</i>
Date approved:	<i>October 2, 2023</i>
Reviewed:	