

Town of Lac du Flambeau

Job Title:	Transfer Station Attendant	Job Category:	Employee
Department/Group:	Transfer Station	Supervision:	Town Chairman
Location:	2790 County Highway H, Lac du Flambeau	Travel Required:	Travel Required
Level/Salary Range:	\$20/hour	Position Type:	Weekend work will be required, including holidays
HR Contact:	Town Clerk	Will Train Applicant(s):	Will Train Applicant(s)

Job Description

ROLES & RESPONSIBILITIES

Keeping all walkways clear of obstructions and free of ice and snow when necessary
 Schedule hauler ample time to empty all containers when full
 Assist customers with their waste and recyclables when needed
 Guide/direct new residents of the procedures and furnish with handouts
 Accurate record keeping and money handling
 Weekly deposit turned into Town Hall with accurate records
 Monitoring change in the cash box
 Conduct yourself as a highly qualified employee
 Notify Supervisor of any equipment malfunction or repairs needed
 No selling of materials
 Knowledge of accident reporting
 Weekly maintenance of site
 Willingness to learn and accept responsibilities
 Ability to work independently
 Customer service skills
 Office maintenance
 Knowledge of recycling and separation of materials
 Accident response and documentation
 Abide by Town Employee Policies and Procedures

QUALIFICATIONS AND PHYSICAL REQUIREMENTS

Physical strength and stamina
 Full use of all limbs
 Actions of walking on rough ground, kneeling, crawling, reaching, sweeping, stretching, climbing, bending
 Sensory requirements are vision, hearing, touch and smell
 Valid driver's license and vehicle required
 Background check required
 Current tetanus shot

BENEFITS

Health insurance, dental insurance, life insurance, disability insurance, deferred compensation
 Paid holidays, paid vacation

Town of Lac du Flambeau

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time