

# *TOWN OF GORDON AND TOWN OF WASCOTT*

## **JOB POSTING**

### **Transfer Station Attendant PT and PT Temporary Summer Help**

We are currently looking for a Part Time Employee and a Part Time Temporary (Summer Help) to work the Transfer Station in Gordon, Wisconsin.

**All Applications are due in the Town of Gordon or The Town of Wascott Office by 04-15-2020.**

**Pick up Application at the Town Hall or Transfer Station**

#### **Basic Function:**

Responsible for the safe and efficient operation of the Town of Gordon-Town of Wascott Transfer Station. Serves as the first point of contact for customers/taxpayers depositing waste or recyclables. Ensures the safety and wellbeing of the customers/taxpayers while on site.

#### **Principal Duties & Responsibilities:**

- Directs customers/taxpayers to safely dispose of waste to the proper bins, waste bin, recyclable bins, outside bins.
- Ensure proper handling of waste, Recyclables and hazardous waste materials.
- Operating of small equipment, Skid Steer and Bin Crusher
- Proper operation of the moving Large and Small Recycle bins with the skid steer in and outside the building.
- Ensure the cleanliness of the transfer Station and surrounding area.
- Ensure that all Town policies are adhered to.
- Responsible for the calculation of payments and ensure the safety of all customers.
- Responsible for keeping the Supervisor and Town Boards fully informed of all problems or matters requiring their attention.
- Other Special projects, implementation and tasks as assigned.

#### **Supervisor to Assign Days and Times:**

Open and close the transfer station for public use, according to the hours set by the Town Boards, and to remain on the premises during open hours.

Tues. & Thurs. = 9:30 a.m. – 5:30 p.m. Sat. & Sun. = 9:00 a.m. – 4:00 p.m.

#### **Requirements:**

- Ability to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands.
- Ability to operate light equipment-Skid Steer.
- Serving the Public with outstanding Customer Service and the ability to work closely with other employees.