

Town of Gordon – Town of Wascott
Douglas County, WI

JOB POSTING
Transfer Station Attendant

We are currently seeking applicants for the position of Part-time Attendant to work at the Transfer Station in Gordon, WI. Employment applications are available on the town's websites. Submit completed applications to either town. For further information about the position, contact Jeff Christensen at 715/466-4504.

Basic Function:

Responsible for the safe and efficient operation of the Town of Gordon/Town of Wascott Transfer Station. Serves as the first point for customers/taxpayers depositing waste or recyclables. Ensures the safety and well-being 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.
- Ensure the cleanliness of the Transfer Station and surrounding area.
- Ensure that all Town policies are adhered to.
- Responsible for calculation of payments and ensure the safety of all customers.
- Responsible for keeping the Supervisor and Town Boards fully informed of all problems or matter requiring their attentions.
- 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 Joint Town Boards, and to remain on the premises during open hours.

Tuesday & Thursday – 9:30 a.m. to 5:30 p.m.

Saturday & Sunday – 9:00 a.m. to 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.
- Serving the public with outstanding customer service and the ability to work closely with the employees.
- Ability to lift 50 pounds.