

TOWN OF SANBORNTON  
TRANSFER STATION  
ATTENDANT (PART-TIME)  
JOB DESCRIPTION

**Job Summary:**

Performs unskilled and semi-skilled functions required to ensure proper compliance of commodities collected at the Transfer Station. Responsible for safe and efficient operation of equipment used to perform assigned tasks. This position may require heavy lifting in the course of performing this job function. A Level I Certification or ability to obtain certification required.

**Essential duties:**

- ~Safe operation of town vehicles/equipment at the Transfer Station.
  
- ~Monitor and assist the public with the proper location for all commodities received at the Transfer Station.
  
- ~ Housekeeping duties of the Transfer Station to include, sweeping of floors, cleaning office & bathroom areas as well as keeping all areas neat and organized and free of hazards to keep public areas safe.
  
- ~ Basic grounds maintenance to include snow & litter removal.

**Knowledge, skills and abilities required:**

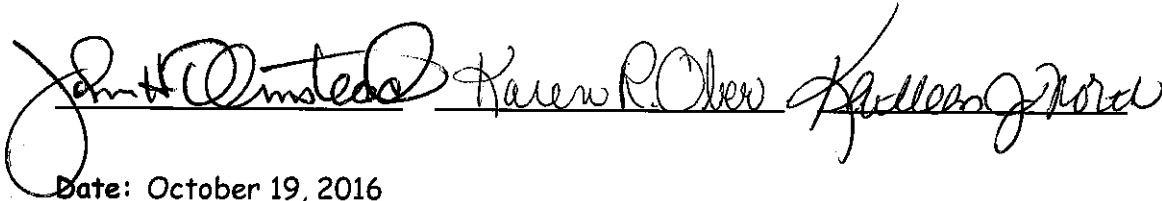
- ~Knowledge of Town policies and procedures, including but not limited to safety policies & procedures established by the Town.
  
- ~Knowledge of single stream recycling and operation of Transfer Station.
  
- ~ Skill in operation of town equipment as assigned at the Transfer Station.
  
- ~Ability to communicate professionally with general public and co-workers.
  
- ~ Ability to follow directions and able to work independently when needed.

**Minimum Qualifications:**

- ~ A high school diploma or equivalent required.
- ~ Posses a valid New Hampshire drivers.
- ~ Availability and willingness to work in all weather
- ~ Must be able to pass a criminal background check.

**TOWN OF SANBORNTON**

**Board of Selectmen:**

  
Date: October 19, 2016

Employee Signature: \_\_\_\_\_

\_\_\_\_\_ Date