

# Town of Lyman

## Transfer Station Attendant – Per Diem

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Lyman, ME 04002  
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### **Per Diem Transfer Station Attendant**

The Town of Lyman is accepting applications for a per diem Transfer Station Attendant. The current hours of operation at the Transfer Station are Tuesday 8a-12p, Thursday 8a-6p, Saturday 8a-4p, and Sunday 8a-4p.

If you are a motivated, team-oriented individual, this may be an opportunity for you!

This position requires manual labor and an ability to interact effectively with the public, collect cash, and issue receipts. The preferred candidate will have the ability and experience to operate large machinery to include a backhoe and compactor machine. A CDL license is preferred, but not required.

For a detailed list of essential functions and responsibilities, please refer to the job description.

- **Minimum Qualifications**

Highschool diploma or equivalent; experience with equipment operation and customer service; or any equivalent combination of education and experience.

Applications will be reviewed as received.

If interested in employment, please send a copy of your resume with cover letter by drop off, mail or email: [townmanager@lyman-me.gov](mailto:townmanager@lyman-me.gov)

**Job Posting: July 12, 2024**

**Deadline to submit application: August 2, 2024 at 4:00pm.**

The Town of Lyman is an equal opportunity employer.

**TOWN OF LYMAN, MAINE  
JOB DESCRIPTION**

<b>Job Title:</b> Transfer Station Attendant – Per Diem, Non-Exempt	<b>Department:</b> Waste Management
<b>Classification (Grade/Step):</b> 2	<b>Reports to:</b> Transfer Station Manager
<b>Effective Date:</b> July 1, 2024	<b>Date Updated:</b>

**Summary**

Performs solid waste and recycling responsibilities at the Town Transfer Station. Performs all other work as required.

**Essential Functions**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Educates the customers as necessary of proper recycling and disposal of items and Town policies.
- Examines every load of recycling, trash or other materials brought into the Transfer Station.
- Operates the compactor continuously throughout the day to make room for recyclables and trash. Notifies the supervisor when compactors are full and need to be hauled away and replaced.
- Keeps the facility clean, picks up trash left behind and directs traffic for safe flow of vehicles.
- Operates backhoe to crush open top before they are hauled away.
- Inspects items to be left at the swap shop and directs customers where to unload and place items.
- Evaluates loads that require a dumping fee as per Town rules and collects fees according to the Town fee schedule.
- Maintains regular, predictable, and reliable attendance.
- Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public.
- Places an emphasis on safety, efficiency, quality, and productivity.
- Follows all Town and Department policies.
- In person contact is an essential function of this position. This is not a remote position.
- Performs other related work as required.

## **TOWN OF LYMAN, MAINE JOB DESCRIPTION**

### **Minimum Qualifications (Training, Education, Experience)**

High School Diploma or equivalent; experience with equipment operation and customer service; or any equivalent combination of education and experience.

### **Knowledge, Ability, Skill**

*Knowledge:* Knowledge of the materials, methods, and techniques relative to recycling projects/programs. Knowledge of the use and maintenance of all types of equipment used at the transfer station. Working knowledge of transfer construction and maintenance procedures.

*Ability:* Ability to follow detailed oral and written instructions given by the supervisor. Ability to communicate effectively verbally with the supervisor and the public. Ability to follow proper methods, procedures, and safety precautions.

*Skills:* Skilled in the operation of various equipment such as compactor, backhoe, snow removal equipment, and cash receipting.

### **Supervision**

*Received:* Works under the direction of the Transfer Station Manager.

*Exercised:* None.

*Responsibility:* Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

### **Job Environment**

- The majority of work is performed outdoors with exposure to extremes of heat and cold temperatures and inclement weather. Incumbent is subject to the hazards associated with working at a Transfer Station and around heavy equipment. Work environment is very loud. Has exposure to hazardous materials and toxic or caustic chemical.
- Regularly operates various types of equipment including heavy equipment, hand and power tools, compactor, and snow removal equipment.
- Contacts are primarily in person; they generally consist of an information exchange dialogue, discussing routine issues.
- Makes frequent contact with the general public and varied outside companies and agencies.
- Errors could result in delays or loss of time, cause damage to buildings and/or equipment, result in serious personal injury and injury to others and have financial and/or legal repercussions.

**TOWN OF LYMAN, MAINE  
JOB DESCRIPTION**

**Physical Requirements**

*(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Ability to view computer screens and work with details for extended periods of time. The employee must occasionally lift and/or move objects weighing up to 30 pounds. Must be able to communicate effectively in writing and orally. Vision and hearing at or correctable to normal ranges.

*(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)*

I have read and understand the job duties and expectations as outlined in this job description.

Employee \_\_\_\_\_ Date \_\_\_\_\_

*Equal Opportunity/Americans with Disabilities Act Employer*