

Transfer Station Trash and Recycling Attendants

Packer and Recycling Attendants operate the packers and monitor user permits. Attendants will move from control station to control station and assist handicapped or elderly residents. Employees are encouraged to interact with residents and answer trash and recycling questions. Attendants shall check to be sure residents who drop off propane tanks, refrigerators, air conditioners, or tires have been to the scale house first, to pay the current rate. He/She monitors battery table, brush pile (to be sure no painted wood is added) waste oil trailer, and direct traffic as needed.

Packer and Recycling Attendants monitor sorting tables for contaminants prior to emptying, and are available to answer any questions from the public. Recycling attendants may also be responsible for pushing up the brush and leaf piles, plow with the loader during winter storms, and monitor the residential winter sand pile within the gate.

During the hours a full-time employee works when the center is closed, he/she is responsible to turn the compost pile, repair the road by back dragging with the loader bucket, package fluorescent light bulbs and or ballasts, pick up trash, and clean around the area. Should the transfer station open for additional hours, the full-time employee's work schedule would be rearranged as defined in Section 502 of the Town of Amherst's Employee Policies Handbook to equal forty hours.

In the event other full-time positions become available within the budget process, the department of public works will adjust the projects previously listed. Should other part-time help be supported, the same would apply.

All Employees working at the Transfer Station shall be certified waste handlers by NHDES and adhere to the "Amherst Solid Waste Operating Plan" (adopted November 2003 and amended as necessary) posted at the scale house and included in the three-ring binder supplied to all employees. Because of the existing, inherent danger when employees interact with vehicular traffic, all transfer employees must wear protective footwear, gloves, and safety clothing at all times. The Town of Amherst will provide the necessary clothing to promote a safe working environment

From the Town of Amherst's Policy and Procedure Manual, 2009.