

RESPONSIBILITIES OF ASSISTANT TRANSFER STATION ATTENDANT

The Assistant Transfer Station Attendant is under the supervision of the Transfer Station Attendant and the Transfer Station Liaison. Hours for this position are Saturdays from 8:00 A.M. to Noon. The Assistant Attendant may be requested to work alone on Saturdays if the Attendant is out. It is also possible that Assistant Attendant may be requested to work on Wednesdays from 3:00 P.M. to 7:00 P.M. if necessary.

1. The assistant shall provide continuous supervision of unloading of refuse and recyclables from incoming vehicles; checking all bags for Town of Charlemont labels.
2. The assistant shall take measures to prevent the scattering of refuse and windblown litter.
3. The assistant shall be responsible for the general cleanliness of the transfer station area.
4. The station shed shall be kept free of clutter so as to allow for access to the equipment.
5. The assistant will insure that all stairs and walkways be kept clear of ice and snow and kept sanded.
6. The assistant shall limit access to the facility to such periods of time as an attendant is on duty and to those persons authorized to use the facility for the disposal of refuse and recyclables. Upon closing, the attendant shall lock the gate and secure the premises.
7. The assistant shall maintain a daily log to record service calls, any violations (by means of name and license plate numbers), or any other maintenance performed.
8. The assistant shall be responsible for contacting police, fire ambulance, the Department of Environmental Protection, and the Board of Selectmen in the event of an emergency.
9. The assistant shall be responsible for contacting the Board of Selectmen liaison and the Highway Department in the event of equipment failure or malfunction.
10. The assistant shall be responsible for contacting the hauler when the Recycle Box needs emptying.
11. The assistant shall be responsible for the sale and accounting of the Town of Charlemont trash bags and the monies received.
12. All purchases relevant to the operation of the transfer station must be pre-approved by the Board of Selectmen.
13. The attendant shall be responsible for performing all other duties as directed by the Board of Selectmen.
14. The assistant of the transfer station facility shall be under the overall supervision and direction of the Transfer Station Attendant and the Board of Selectmen.

Open transfer station hours: Wednesdays 3:00 P.M. to 7:00 P.M., Saturdays 8:00 A.M. to 12:00 P.M.

4 averaged hours per week

Approved 9/23/13

