

## **Town of Bethel Public Works**

### **Part-Time Transfer Station Attendant**

The Town of Bethel is seeking applicants for a part-time Transfer Station Attendant. This position is responsible for coordinating the disposal and transfer of refuse and debris; overseeing the recycling operation; and interacting with the public.

We are seeking a person who has a strong work ethic, a team player, and who demonstrates excellent mechanic skills.

This position reports to the Public Works Director. The work week is Wednesday, Saturday, and Sunday (24 hours per week). The Town offers a competitive wage and earned paid leave.

#### **Essential skills and knowledge include:**

- Knowledge of recycling and recycling materials
- Familiarity with solid waste disposal regulations
- Knowledge of basic math and use of calculator
- Excellent customer service skills
- Organizational skills and the ability to act independently

Must have and maintain a current valid driver's license.

#### **Qualified Candidates are invited to apply as follows:**

Complete an application (located on the Town of Bethel website) and send **via e-mail** to

*hrmeconsulting@maine.rr.com*

or **via mail** to:

Office of the Town Manager  
19 Main Street, P.O. Box 1660  
Bethel, ME 04217

We will accept applications until the position is filled. Review of applications will begin October 4, 2021

The Town of Bethel is committed to diversity in its workforce.

We are an Equal Employment Opportunity employer.

**TOWN OF BETHEL  
JOB DESCRIPTION  
TRANSFER STATION ATTENDANT**

<b>Job Title:</b>	Transfer Station Attendant	<b>Classification:</b> Non-Exempt
<b>Department:</b>	Transfer Station	<b>Other:</b>
<b>Reports To:</b>	Public Works Director	<b>Supervisory:</b> No
<b>Position Type:</b>	Part-time, 24 hours per week (Wednesday, Saturday, Sunday)	

**GENERAL SUMMARY:** The Transfer Station Attendant is responsible for coordinating the disposal and transfer of refuse and debris; overseeing the recycling operation; and interacting with the public.

**ESSENTIAL JOB FUNCTIONS:**

- Opens and closes the transfer station gates according to schedule
- Monitors usage to ensure only Tri-town residents with valid permits use the facility
- Directs incoming vehicles to proper disposal areas
- Maintains proper disposal records where needed
- Keeps transfer station clean, picking up debris, etc.
- Maintains appropriate bins of materials for recycling and/or disposal
- Explains transfer station procedures to general public
- Monitors materials to prohibit disposal of prohibited items
- Ensures disposal fees ,if required, for certain items have been prepaid
- Processes credit/debit cards for disposal fees from citizens and provides a receipt if applicable
- Performs routine maintenance of equipment used at the site
- Ensures safety procedures are followed; using appropriate safety equipment during transfer station operations
- Informs Public Works on which containers need to be emptied after closing on Wednesday and Sunday
- Maintains regular, predictable and reliable attendance
- Maintains excellent communication and foster a collaborative working environment with all departments as well as with the public
- Maintains cleanliness and safety
- Places an emphasis on safety, efficiency, quality and productivity
- Follows all Town and Department policies
- Performs related work as required

**KNOWLEDGE/SKILLS**

- Knowledge of recycling and recycling materials
- Familiarity with solid waste disposal regulations
- Knowledge of basic math and use of calculator
- Excellent customer service skills
- Organizational skills and the ability to act independently

**ABILITY TO:**

- Operate and use equipment/tools independently with or without supervision
- Understand and follow oral and written instructions
- Communicate professionally and effectively
- Establish and maintain effective working relationships with co-workers and the public

- Attend any required or recommended training

**MINIMUM REQUIREMENTS**

**Experience and Education/Training:**

- High School diploma or equivalent

**Licenses/Certifications:**

- Current valid driver's license with a clean driving record

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Frequent exposure to extreme inclement weather conditions and temperatures. Must be physically able to operate a loader; as well as various tools for landscaping, custodial responsibilities and snow removal.

Moderate to heavy physical effort under adverse field conditions is required involving long periods of standing/moving, climbing, crawling, bending, pushing, pulling, frequent lifting of moderately heavy objects up to 50 lbs.

***The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required. Duties, responsibilities and activities may change at any time with or without notice***

**External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

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**Employee Signature:**

**Date:**

**TOWN OF BETHEL**  
**PO BOX 1660 BETHEL, ME 04217**  
**(207) 824-2669 \* FAX (207) 824-3355**

**APPLICATION FOR EMPLOYMENT**

**POSITION APPLYING FOR:** \_\_\_\_\_

**Instructions to Applicants:** (1) Type or print in ink. (2) Answer each question clearly and completely. (3) ALL statements made are subject to investigation and verification. (4) If more space is required, use separate sheet(s) of paper.

NAME: \_\_\_\_\_

*(Please print)*

ADDRESS: \_\_\_\_\_

MAILING ADDRESS (if different): \_\_\_\_\_

TELEPHONE #: (home) ( ) \_\_\_\_\_ (cell): ( ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

How did you hear about this opening?

Advertisement                  Friend/Relative                  Walk-in                  Other

Have you ever been employed by the Town of Bethel?          Yes                  No

If yes, give the Department and dates: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Give the name and relationship of any present Town Employee related to you: \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_

Are you employed now?                                  Yes                  No

May we contact your present employer?                  Yes                  No

**EDUCATION AND TRAINING**

Highest grade completed: \_\_\_\_\_ Name of School: \_\_\_\_\_ Location: \_\_\_\_\_

School Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Colleges or Universities attended	No. years attended	Major Subjects	Degree/Certificate
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Business, Trade or Correspondence Schools

\_\_\_\_\_

\_\_\_\_\_

Skills possessed: (i.e., computer, equipment operation, mechanical)

Special Licenses: (Check appropriate categories :)

ME Class #1 Driver's License #: \_\_\_\_\_ Class \_\_\_ License#: \_\_\_\_\_ Other: \_\_\_\_\_

List below, in order, the positions which you have held. Include any periods served in the Military. Show your present or most recent job first. Under "Description of Duties", list kind of work responsibilities, and the number of employees and kind of position supervised, if any. Use additional sheets if needed:

From: \_\_\_\_\_ To: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_ Phone#: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Name of Your Supervisor: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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From: \_\_\_\_\_ To: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_ Phone#: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Name of Your Supervisor: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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From: \_\_\_\_\_ To: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_ Phone#: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Name of Your Supervisor: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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The Town of Bethel is an Equal Opportunity Employer. This statement of policy means the Town is committed to providing equal employment opportunity for the participation of all qualified persons in the job classifications without regard to race, color, sex, marital status, age, religion, national or ethnic origin, physical or mental disability, veteran status, sexual orientation, gender identification, or any other protected class under federal and/or state law.

**Applicant's Certification and Agreement -PLEASE READ CAREFULLY.**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature of Applicant: \_\_\_\_\_

Date signed: \_\_\_\_\_