

**TRANSFER STATION ATTENDANT**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing manual labor and clerical or other duties related to the operation of the transfer station. Work is performed under general direction, with most job duties being performed in an independent manner. Supervision of others is not ordinarily a responsibility of this position.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Performs manual labor, such as loading trucks, digging ditches, cleaning basins, erecting signs and fences;

Insures that the ground area at the transfer station is maintained in an acceptable manner;

Performs minor maintenance and makes minor repairs to equipment at the work site, and arranges for the repair of equipment as necessary;

Collects fees, issues receipts, and computes refuse yardage;

Accounts for and deposits fee collections in bank accounts as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to understand and follow oral and written directions; ability to make arithmetic computations quickly and accurately; mechanical aptitude; tact; and courtesy.

MINIMUM QUALIFICATIONS: There are no minimum qualifications as relate to this position.