Position Title: Transfer Station Operator  
Reports to: District Superintendent  
FLSA Status: Non-exempt  
Date: April 2008  
Department: Public Works  
Positions Supervised: none  

BASIC FUNCTION: 
To operate the transfer station by appropriately directing individuals in the use of the tipping floor and recycling areas. Operation of equipment to load trailers to the appropriate weight and to remove inappropriate materials from the tipping floor. Preparation of long haul trailers for loading including maneuvering them into the loading area. Preparation of trailers for transportation to the mainland by the trucking contractor including covering trailers. May be responsible for supervision of the site in the absence of the transfer station supervisor.

MINIMUM QUALIFICATIONS: 
1. High school education or equivalent.
2. One year experience at a solid waste facility or equivalent (customer service, equipment operation).
3. Washington State drivers license with a good driving record. Commercial Driver’s License required -- the employee must obtain a commercial license within one year of employment (at the County’s expense).
4. Proficiency in back hoe operation as it relates to loading and compacting waste in long haul trailers and drop boxes.
5. Proficiency in tractor/trailer operation.
6. Proficient computer skills.
7. Cash transaction experience preferred. Candidate must be bondable and/or have the necessary background to handle simple cash and check transactions
8. Ability to obtain a current first aid card (including CPR training) and a current flagger’s card within six months of hire (at the County’s expense).

PRINCIPAL DUTIES - Asterisk designates essential function: 
1. Assist customers with proper sorting of recyclable material  
2. Remove small quantities of moderate risk waste from tipping floor or individual deliveries.  
3. Operate equipment to load and compact waste or recyclables in long haul trailers.  
4. Operate equipment to maneuver long haul trailers into and out of loading and staging areas.  
5. Prepare trailers to accept waste or recyclables and prepares trailers for transport after the trailer is loaded.  
6. Perform routine maintenance and minor repairs on equipment used at the facility.  
7. Clean and maintain the transfer facility.
8. Act within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52

Plus the ability to perform the duties of the Scale Attendant, including:
1. Weigh vehicles entering the site, identify contents of the vehicle, determine the appropriate service fee, screen for hazardous materials.
2. Balance accounts at the end of the day and prepare cash receipts for deposit.
3. Answer customer inquiries regarding services.
4. Direct customers to the appropriate service area within the site.
5. Assist with routine site maintenance (litter pick-up)
6. Assist with traffic control.
7. Keep records of site activities at the direction of the supervisor.

PHYSICAL AND MENTAL REQUIREMENTS:
1. Requires frequent walking, standing, sitting, climbing, bending, and twisting.
2. Must be able to lift, lower, push and pull 50 pounds.
3. Requires the manual dexterity to use large equipment, vehicles, and hand tools (such as shovel and rake to maintain facility and move waste).
4. Must be able to talk and receive and understand written and oral communication and understand and follow verbal and written instructions. Must be able to establish and maintain an effective working relationship with other staff.
5. Must be able to present information and direction to customers in a firm, courteous and tactful manner.
6. Ability to understand regulations regarding the acceptance of waste at transfer stations and relate the requirements to the general public.
7. Requires the ability to perform basic mathematical calculations correctly; use a calculator and make change accurately.
8. Must be able to operate computerized scale.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back Hoe</td>
<td>up to 8</td>
<td>X</td>
</tr>
<tr>
<td>Tractor/Trailer</td>
<td>up to 1 (if needed)</td>
<td>X</td>
</tr>
<tr>
<td>Computer (with solid waste scale software)</td>
<td>as needed - up to 8</td>
<td>X</td>
</tr>
<tr>
<td>Vehicle</td>
<td>occasionally</td>
<td></td>
</tr>
<tr>
<td>Telephone / Fax</td>
<td>occasionally</td>
<td>X</td>
</tr>
<tr>
<td>Copy machine</td>
<td>occasionally</td>
<td>X</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS:
1. Work outside in all weather conditions.
2. Work weekends and some holidays.
3. Facilities may not include running water.
4. Exposure to solid waste, odors, fumes, dust and various debris.
5. Must wear required safety equipment including hardhat, gloves, hearing protection and steel shank boots.