

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS – SOLID WASTE
JOB TITLE: TRANSFER STATION ATTENDANT
COMPENSATION: GRADE 8/STEP 8 \$17.49 HOURLY/\$36, 379 ANNUALLY
WORK LOCATION: ACROSS VARIOUS WORCESTER COUNTY TRANSFER STATION LOCATIONS
WORK SCHEDULE: HOURS VARY BASED ON LOCATION, ROTATING EVERY OTHER WEEKEND OFF.
APPLICATION PERIOD: UNTIL FILLED

MARYLAND STATE RETIREMENT: This position will automatically participate in the Maryland State Retirement System. Membership is mandatory and 7% of your budgeted annual salary will be calculated, divided by 26 and deducted from your biweekly paycheck and sent to your account at Maryland State Retirement System.

JOB SUMMARY: Under the direct supervision of the Recycling Manager and Solid Waste Superintendent ensures that customers have a valid homeowner's sticker when using the station, maintain grounds at the transfer station and perform general labor tasks at the Central Landfill including but not limited to sorting recyclables and grounds maintenance.

GENERAL REQUIREMENTS

- Pre-employment background check
- Safety Sensitive position subject to Drug and Alcohol Testing.
- Essential personnel subject to emergency call-back with little or no notice
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points
- Weekend work is required

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Ensure that customers have a valid homeowner's sticker or bag tags for disposal
- Assists public in the disposal of refuse and/or collection and sorting of recyclable material at County operated transfer sites
- Perform other unskilled labor tasks including but not limited to mowing grass, collecting litter and other grounds maintenance tasks
- Participates in safety training
- Completes assigned tasks accurately and by established deadlines
- Cross train and back up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures training, fire drills, COOP plans, etc.
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to the Worcester County Government Personnel Rules & Regulations
- Performs other related duties as required

QUALIFICATIONS AND SKILLS

- Valid driver's license and driving record of less than 4 points (MD)
- Ability to follow verbal and written instructions; keep simple records; complete simple written forms/logs; and to communicate effectively with the public and coworkers.
- Ability to perform manual physical labor including frequent walking, bending, stooping, lifting and carrying heavy objects up to 50 lbs., and the operation of vehicles, tools, and equipment.
- Some work requires exposure to potentially hazardous conditions, such as working in traffic, handling refuse and adverse weather.

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

- Medium Work – Constant viewing, hearing, talking, sitting, standing; Frequent walking and pushing, pulling, lifting and moving of objects up to 25 lbs; Occasionally up to 50 lbs. Known hazards include risks associated with heat, humidity, noise, poor ventilation, slippery and uneven surfaces, and working outside.