

Job Description: Transfer Station Attendant

Town of Sidney, Maine

Position Summary

This position involves the supervision and operation of the municipal transfer station and recycling facility to ensure safe, effective, and compliant waste disposal services for the community.

Key Responsibilities

- Oversee the daily operations of the transfer station and recycling facility.
- Assist residents with the disposal of waste and recyclable materials.
- Ensure that all materials are sorted correctly and placed in designated areas.
- Operate and maintain equipment such as dumpsters, compactors, balers, and loaders.
- Monitor the facility for compliance with local, state, and federal regulations.
- Maintain cleanliness and orderliness of the transfer station, recycling areas and attendant building.
- Provide excellent customer service by addressing residents' questions and concerns regarding waste disposal and recycling.
- Record and report daily activities and any incidents or issues to the supervisor.
- Assist in the preparation of reports and documentation required by regulatory agencies.
- Participate in safety training and adhere to all safety protocols.

** These duties or working procedures describe the chief functions of the job and are not to be considered descriptive of every duty of the job. When duties change and develop, the job description will be reviewed and subjected to changes of business necessity.

Working Conditions

The Transfer Station Attendant will work primarily outdoors in a variety of weather conditions. The role requires physical labor, including lifting, bending, and standing for long periods. Safety equipment and training will be provided. Work schedule may vary due to weather, staffing changes or for the needs of the facility.

Revised on 3/10/25 and adopted on 3/10/25 – recorded in Agenda Minutes for 3/10/25.

Board Members: Chairman John Whitcomb, Alisa Meggison, Alicia Collins & Lewis Corriveau – Vote: 4/0