

Rutland County Solid Waste District

Transfer Station Attendant – (Part-time)

Energetic professional who does not mind wearing multiple hats. Experienced in handling a wide range of operational and administrative skills that support the districts mission, and able to work independently with little or no supervision.

General Responsibilities: Works at the recycling center/scale house at the Gleason Road Regional Transfer Station. Duties include assisting customers with recyclables and trash disposal, sorting and aggregating recyclables, assisting with the setting up the drop-off area in the morning and closing it down.

Qualifications: The Transfer Station attendant should have at least a high school diploma or equivalent; have a clean record and clean driving history; the ability to correctly work a cash register without errors; show a demonstrated ability to perform physical labor. The position requires the ability to work well with the public; work independently without direct supervision; complete and maintain reports. Computer experience is a plus.

Knowledge, Abilities, and Skills

- Ability to communicate effectively both orally and in writing.
- Ability to exercise sound judgment and good decision-making.
- Ability to follow direction, and organizational policy and procedures.
- Ability to assist Transfer Station and district customers in an efficient and courteous manner.
- Ability to be trained in and obtain a complete understanding, adherence, and commitment to the District safety program.
- Ability to add, subtract, multiply and divide numbers accurately.
- Attention to detail and problem-solving skills are required.
- Ability to operate a cash register, and accurately add the cost of items and return change to customers without errors.
- Ability to interact and maintain cooperative relationships with employees, customers, municipalities, haulers, schools, businesses, regulatory agencies, and members of the solid waste community.

Please send resumes, three professional references, and job application to:

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