Town of Buchanan

Job Description

**Position Title: Yard Waste Transfer Site Attendee**

**Reports To:** Town Administrator

**Classification:** Seasonal Part-Time, Hourly

**Pay Range:** Grade 2 (Hiring Range: $15.59 - $18.92/hour)

**Hours:** 14-22 Hours per Week; **most Saturdays Required**

**Purpose of Position:** The purpose of this position is to provide manned service to the Yard Waste Transfer Site during its open hours. As well as handle day-to-day operations on site.

**Essential Duties and Responsibilities:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Provide friendly service and direction to citizens using the Yard Waste Transfer Site with clear and precise instructions.
2. Holding citizens to the rules and regulations of the Yard Waste Transfer Site, which will include answering questions asked about said rules and regulations.
3. Closing and opening the site in a timely manner for operating hours.
4. Maintain equipment provided for this position and the premises of the Yard Waste Transfer Site.
5. Provide direction and information to the Town Administrator on budgetary needs, operational and capital, which are necessary for facilities overseen by this position.
6. Ability to interpret and utilize necessary safety procedures and equipment in performance of job duties. Make sure all work is performed in accordance with federal, state, and local laws, rules, and regulations for safety standards.

**Minimum Training and Experience Required to Perform Essential Job Functions:**

Valid Wisconsin driver’s license. Knowledge of the rules and regulations of the Yard Waste Transfer Site and the ability to effectively communicate them using customer service skills.

This position will occur over the period that the Yard Waste Transfer Site is open in 2022, starting in September and closing in November. The position’s hours will reflect the hours of the Site.

**Physical and Mental Abilities Required to Perform Essential Job Functions:**

Language Ability and Communication

Ability to communicate orally, and in writing as necessary, with Town employees, Town Board Supervisors, contractors, residents, and other government entities. Ability to communicate and direct staff, which the position is directly responsible for, in a manner to attain high efficiency, quality work, and high morale.

Technical

Use and operate a front-end loader, or be willing to learn. As well as potentially operating hand and power tools.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing job duties including prioritization of work tasks, listening to citizen or other parties’ requests, and mitigating risks to personal or public safety.

Physical Requirements

Physical strength and ability to perform light to moderate manual labor for extended periods under dirty and uncomfortable conditions and in all types of weather as necessary.

Ability to coordinate eyes, hands, feet, and limbs in utilizing equipment and tools.

Environmental Adaptability

Ability to work in outdoor environments which may include extreme heat and cold. Ability to work in an environment which may include use or exposure to hazards such as chemicals. Ability to work in a solo environment and self-manage frequently.

Other

None.

**Additional Task and Responsibilities:** While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Use and operate a front-end loader or be willing to learn.

Respond to citizen complaints, investigates and provides recommendations. Responds to request for services from the Town.

Flexibility to be available for emergency situations during off time.

The Town of Buchanan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.