

## POSITION DESCRIPTION

**POSITION:** Transfer Station Attendant Assistant **LOCATION:** Pueblo de San Ildefonso  
Transfer Station

**SALARY:** DOE

**REPORTS TO:** DECP Office  
Administrator

**FLSA STATUS:**

### Job Summary

Under direct supervision, maintains and monitors the Solid Waste Transfer Station to support the efforts of the Administration of the Pueblo de San Ildefonso. Supports the Department of Environmental and Cultural Preservation under supervision by carrying out the day-to-day responsibilities to ensure the safety of the public by creating and maintaining a safe, clean and healthy environment. Assists in general maintenance of the Transfer Station and grounds as needed.

### Supervision & Guidelines

Work performed is under the direct supervision of the DECP Office Administrator with full accountability of production. Guidelines include generally accepted environmental health principles, applicable laws, rules and regulations, the Pueblo's policies and procedures and supervisory and administrative instructions and directives.

### Essential Functions

Opens and operates the transfer station during posted hours of operation; closes and secures the facility at the end of each day of operation.

Shall be responsible for onsite safety and ensuring that use of the facility is following applicable rules and regulations regarding safety, and to prevent accidents and injuries.

Assist in Coordinating and scheduling pick-up of bins.

Assist in Coordinating and scheduling Senior trash pick-up.

Communicates the policies and procedures of the transfer station to the public for health and safety.

Provides good customer service by helping the public and directing recyclable wastes to their designated collection bins.

Monitor the solid waste stream and provide reports on all material that is brought into transfer station, use oil, tires, metals, white goods, electronics etc.

Maintains a safe, environmentally healthy and secure facility.

Shall be responsible for cleaning and maintenance of facility, ensuring fencing, structures and buildings are maintained in good repair, rodent and vector controls are properly implemented and surrounding property are kept free of litter.

Performs other duties as assigned.

Perform daily inspection on compactor to insure proper functions by maintaining fluid levels.

Make sure all signage is clearly visible and legible.

#### Work Environment

Work is performed inside and outside in varying weather conditions. Requires physical ability to perform duties. May involve climbing ladders while lifting and carrying equipment weighing up to 50 pounds plus. Potentially hazardous conditions. Some travel may be required.

#### Minimum Qualifications

High School Diploma or GED required. Ability to carry out instructions through completion. Ability to work independently with minimal supervision. Must be available to work weekends and flexible shifts. Good customer service skills. Must possess a valid driver's license and must be insurable under the Pueblo de San Ildefonso vehicle insurance policy.