



The Town of Glastonbury is accepting applications for the following position:

Refuse Disposal Attendant – Part Time

Hours: 19.5 per week

Starting salary: \$16.72 per hour

Closing date: 4:00 p.m. on October 25, 2018

Under general supervision of the Refuse Disposal Supervisor within the solid waste division, the Refuse Disposal Attendant provides a variety of public information and various physical labor functions. Duties include, but are not limited to, staffing the permit booth and scale house at waste facilities, issuing permits, inspecting loads for acceptability, calculating and collecting fees, and sorting refuse and recyclable materials.

A high school diploma or equivalent and a valid driver's license are required to apply. Within the first year of employment, a State Landfill/Transfer Station Certification must be obtained.

A detailed job description and an employment application may be obtained by visiting the Town's website at www.glastonbury-ct.gov/employment, in person at the Customer Service Center or Human Resources Department, or by calling (860) 652-7710. Please send completed applications to the Customer Service Center at Town Hall, 2155 Main Street, Glastonbury, CT, 06033, email to customerservicecenter@glastonbury-ct.gov, or fax to (860) 652-7505.

The Town of Glastonbury is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

Date Posted: 10/11/2018

**TOWN OF GLASTONBURY
JOB DESCRIPTION**

TITLE: Refuse Disposal Attendant
DEPARTMENT: Sanitation
REPORTS TO: Refuse Disposal Supervisor

GENERAL DESCRIPTION:

Under general supervision of the Refuse Disposal Supervisor, incumbent provides a variety of public information and various physical labor functions within the solid waste division.

ESSENTIAL DUTIES:

1. Staffs permit booth/scale house at the Transfer Station and/or Bulky Waste Facility; issue permits, operate vehicle weighing system, use cash register and computer.
2. Inspects loads to ensure acceptability and proper disposal methods.
3. Calculates and collects fees. Assists public with the use of the Waste Disposal Recycling Facilities.
4. Sorts refuse and recyclable materials.

OTHER DUTIES:

1. Record keeping, picking litter and directing traffic.
2. Performs other duties as required.

CONFIDENTIALITY:

- Maintains confidentiality of records and information as appropriate

CONDUCT:

- Observes safe work practices
- Observes state traffic laws
- Represents the Town in a professional and courteous manner at all times

DEPENDABILITY:

- Regularly attends and is punctual for work

QUALIFICATIONS PROFILE:

- Must have flexibility in dealing with numerous tasks at once
- Good ability to follow oral and written instruction and procedures
- Good ability to perform basic mathematical calculations and operate cash register and/or adding machine
- Must have good ability to communicate verbally and in writing
- Knowledge of state traffic laws

PHYSICAL/MENTAL REQUIREMENTS:

- Able to push/pull/lift objects up to 50 pounds
- Able to perform manipulative skills and gross body coordination such as standing, walking, stooping, sweeping, washing, and hand-eye coordination such as operating a cash register
- Able to see objects far away as in driving, close up as in reading a permit and able to discriminate permit colors
- Able to hear normal sounds with background noise as in back-up alarms, traffic, and answering a phone. Able to communicate through human speech as in answering a phone and responding to customers inquiries
- Able to concentrate on moderate detail with constant interruption. Needs to attend to task/function for more than 60 minutes at a time. Able to understand and relate to specific ideas generally one at a time. Able to remember multiple tasks/assignments given over long periods of time
- Exposure to seasonal conditions outside, humidity, rain, solar and ultraviolet rays, grease, oil, and dust

MINIMUM TRAINING AND EXPERIENCE:

- High school diploma or equivalent

LICENSE OR CERTIFICATION:

- Valid Driver's License
- Obtain State Landfill/Transfer Station Certification during first year of employment

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.