

TOWN OF RICHMOND

IMMEDIATE OPENING

TRANSFER STATION ATTENDANT

The Town of Richmond is accepting applications for a part-time Transfer Station Attendant. This position is responsible for assisting with the operation and maintenance of the Transfer Station Holding Area, directing residents in the proper disposal of authorized materials, maintaining records, assisting vendors, and supporting safe, efficient, and customer-focused facility operations.

Town is seeking a long-term employee but will consider a seasonal worker.

Position: Transfer Station Attendant

Reports to: Transfer Station Manager

Position Hours: Part-Time, 9:00 am – 3:00 pm on Wednesday & Saturday

Classification: Non-Exempt

Hourly Pay: \$19.00

Key Responsibilities:

- Provide courteous, professional service to residents, vendors, co-workers, and the public.
- Direct residents with the proper disposal of authorized materials and promote recycling practices.
- Maintain operational records and track vehicles entering and leaving the facility.
- Assist citizens with recyclable products and other materials for disposal.
- Operate Single-Sort compactor for recyclables.
- Perform general maintenance, custodial, and manual labor duties at the Transfer Station.

Minimum Qualifications:

- Strong communication, customer service, and safe work habits are a priority.
- High school diploma or equivalent.
- Have basic math skills to handle small cash transactions.
- Current valid driver's license with a clean driving record.
- Ability to use hand trucks and non-motorized equipment.
- Ability to perform moderate to heavy physical work in outdoor conditions.

Work Environment: Work is performed primarily outdoors and may involve exposure to weather extremes, uneven terrain, and the hazards associated with a transfer station site. The position requires standing, moving, climbing, bending, pushing, pulling, and occasional lifting of moderately heavy objects up to 60 pounds.

How to Apply: Qualified applicants are encouraged to apply immediately. Bring a completed Town Job Application (available at: www.richmondmaine.com/jobopenings) to the Transfer Station on Wednesday or Saturday between 9:00 am and 3:00 PM. Or email the application to transferstation@richmondmaine.com.

Position is open until filled. The Town of Richmond is an equal opportunity employer.