

**Rutland County Solid Waste District**  
**Assistant Transfer Station Attendant (Part-time)**  
**Career Opening**

**Wanted:** Energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of operational and administrative that support related tasks and able to work independently with little or no supervision. This position focuses a majority, but not exclusively, of the time working and assisting the weight master at the scale house.

Is responsible for the operations of the programs at the regional transfer station. This includes accepting the following items: MSW, C&D, yard waste, plastics, food waste, tin/aluminum, cardboard, paper, new paper, magazines, glass, white products, tires, etc., This position will be able to work and fill in at all positions including HHW.

The individual will also serve in a positive public relations role for the District with the general public, local schools and civic groups, other solid waste districts and other governmental entities in answering inquiries and providing information, consistent with state law

**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 learn and manage the District's scale software system on the computer, make changes, and record the types and amounts of waste across the scales, as well as obtaining a VT Weighmaster's License.
- 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, Board Supervisors, regulatory agencies, and members of the solid waste community.
- Must have mechanical skills.
- Must be have skills in operating equipment and vehicles at the transfer station

**Minimum Qualifications:** Recycling Program Generalist I must have a high school diploma or equivalent, a clean driving record and a demonstrated ability to operate heavy equipment. The position requires the ability to work well with the public, work independently without direct supervision, complete and maintain reports and records and the ability to move and manage heavy wheeled/non-wheeled containers and operate a pallet jack. Computer experience is a plus.