



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534  
(706) 344-3501

**TRANSFER STATION ATTENDANT**  
**DAWSON COUNTY PUBLIC WORKS**  
Part-Time/Hourly/Non-Exempt

**JOB SUMMARY**

This position assists management with the day-to-day operations of the County's Transfer Station.

**ESSENTIAL DUTIES**

- Quote established pricing to public for trash disposal.
- Collect money and make correct change when necessary.
- Answer telephone inquiries regarding operational hours and charges.
- Assist with unloading trash if needed.
- Maintain and keep Transfer Station Grounds neat and orderly.
- Performs other related duties as assigned.
- 

**KNOWLEDGE / SKILLS / ABILITY**

**KNOWLEDGE OF:**

- Basic mathematical skills
- County and department policies and procedures.

**SKILL IN:**

- Operating general office and related equipment.
- Interpersonal relations / dealing with the public.
- Verbal and written communication.

**ABILITY TO:**

- Read, write, and perform basic mathematical calculations.
- Frequently lift light items.

**CONTACTS**

- Contacts are typically co-workers, management and the general public.
- Contacts are typically to give or exchange information, resolve problems and provide services.

**ADA MINIMUM REQUIREMENTS**

**Scope of Performance:** The purpose of the position is to provide assistance to the Transfer Station Manager and Assistant Manager in providing customer service and assistance to general public using transfer station. Successful performance contributes to satisfied customers.

**Physical Ability:** The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee is frequently required to lift light objects and occasionally heavy objects, up to 25 pounds.

**Environmental Factors:** The work is typically performed in an office and outdoors. The employee is exposed to noise, dust, dirt, grease, moving vehicles and equipment, and inclement weather. The work may occasionally require the use of protective devices such as a mask or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

Employee will work under the general direction of the supervisor.

**MINIMUM QUALIFICATIONS / CERTIFICATIONS**

- Applicant must be 18 years of age or older.
- Applicant must have ability to read, write, and perform basic mathematical calculations; high school diploma or equivalent is preferred.
- Applicant must have possession of or the ability to readily obtain a driver’s license issued by the State of Georgia.
- Applicant must possess general knowledge of Transfer Station Operations.
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_