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Transfer Station Attendant

JOB CODE	JOB FAMILY	PROFILE
JCV229	**Trades, Crafts and Other Skilled Work**	**Transfer Station Attendant**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$17.41 - $22.40**	**May 26, 2026**

The Transfer Station Attendant, under general supervision, directs the public in disposal of trash, collects fees, and operates the equipment necessary to carry out the operations at the solid waste transfer station.

Job Description

DUTIES AND RESPONSIBILITIES

- Assesses and collects fees from the public for boxed, bagged, and open dumping.
- Operates, cleans, and maintains trash compactor.
- Assists the public with open container dumping; operates front end loader to move and pack containers, keeps yard area tidy, and moves full and empty containers into position.
- Prepares receipts. Keeps accurate daily accounts of all fees collected and containers transported. Deposits fees as assigned.
- Cleans office area: ensures security of cash collected and of transfer station.
- Performs other job-related duties as assigned.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Two (2) years of responsible work experience, preferably related to the duties identified above.
- Must have knowledge of safe and effective operating maintenance techniques for the trash compactor and the heavy equipment used in the transfer station yard.
- Must have knowledge of basic record keeping.
- Must have the ability to follow oral and written instructions.
- Must have the ability to issue receipts, make change, and account for cash received.
- Must have the ability to maintain pleasant working relationships with superiors, co-workers and the public.
- Must have the ability to communicate in both oral and written English.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Worker performs duties both indoors and outdoors. The percentage of duties performed in each environment depends on the amount of trash brought to the transfer station on a particular workday.
- Worker performs indoor duties in a temperature-controlled environment. Worker is exposed to natural weather conditions while performing outdoor duties.
- Worker is exposed to intermittent noise and vibration factors while performing duties.
- Worker performs most duties on an even surface, which may be carpeted, tiled, or concrete. Worker is required to use a ladder on an occasional basis. Indoor surfaces are typically dry. Outdoor duties may be performed on an even or uneven surface, which may be wet or dry. Outdoor duties may be performed on surfaces such as

asphalt, concrete, grass, natural ground, crushed rock, mud, ice, or snow.

- Duties are frequently performed alone, without direction from supervisor. Certain duties are performed as part of a team or group of workers.
- Worker is exposed to various fumes, odors, dust, and/or mists in the performance of duties.
- Work hazards, or potential work hazards, include operating heavy equipment, exposure to sever weather conditions, frequent lifting, exposure to hazardous waste material, and working alone in a secluded area.

EQUIPMENT, TOOLS, AND MATERIALS

- Worker handles a variety of forms, clipboard, writing utensils, money and currency, and a calculator in the performance of administrative duties.
- Worker wears steel-toed shoes, safety belts, gloves, goggles, and a hard hat for protection and safety in performing certain duties.
- Worker handles various types of waste, recyclable materials, broom, dustpan, lawnmower, various hand tools, and grease for the compactor.
- Worker operates the compactor, a front-end loader with various attachments, lawnmower, grinder, shredder, bobcat and power washer in performance of certain duties.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to use sound judgment, logic, and experience to make proper decisions concerning whether something can be recycled, what trash items can be put into a compactor, and when on-site trash should be transferred to the county landfill site.
- Must be able to accurately calculate amount of trash, assess fees, and make correct change for customers.
- Must be able to apply knowledge of maintenance and repair functions in working with the trash compactor. Must be able to apply knowledge of proper, safe use of various hand tools and the trash compactor.
- Must be able to safely operate front-end loader and bulldozer in operation of transfer station.
- Must be able to prepare and maintain records, including receipts, total fees collected, number of vehicles using facility during the day, and number of containers transported to the county landfill site.
- Must be able to accurately prepare and make bank deposits of fees collected at transfer station.

PHYSICAL FUNCTIONS

- Must be able to sit up to an estimated 4 hours total per 10-hour day.

- Must be able to stand and/or walk up to an estimated 8 hours total per workday.
- Must be able to climb a ladder on an occasional basis to access storage area or inspect compactor.
- Must be able to crouch, crawl, kneel, or work in a prone position on an occasional basis. Crawling, kneeling, or working in a prone position are required on rare occasions.
- Must be able to bend at the waist, and twist/rotate at the waist as needed, on a frequent basis.
- Must be able to reach arms away from body or overhead on an occasional basis. Must be able to extend arms to perform job duties on an occasional basis. Must be able to work with arms bent for up to 10 hours per workday.
- Must be able to push or pull with arms with a force in excess of 50 pounds of pressure.
- Must be able to lift up to 40 pounds from floor to waist level and from waist level to overhead on a frequent basis. Must be able to carry up to 40 pounds on a frequent basis. Heavier items are brought to the transfer station at times. A front-end loader is available for assistance with such items.
- Must be able to use legs to assist in lifting activities, as well as standing, walking, and climbing. Must be able to use legs and feet in order to operate a front-end loader or bulldozer.
- Must be able to use hands to grasp/manipulate various objects in a bilaterally coordinated manner. Must be able to use hands and fingers in the operation of heavy equipment and perform basic maintenance and repair duties.
- Must have eyesight and hearing sufficient to safely operate heavy equipment. Must be able to use visual abilities to accurately assess amounts and types of trash brought to transfer station. Must be able to coordinate use of eyes and hands in duties such as operating heavy equipment.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.