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Transfer Station Operator

JOB CODE	JOB FAMILY	PROFILE
JCV333	**Trades, Crafts and Other Skilled Work**	**Transfer Station Operator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$18.60 - $26.50**	**August 19, 2026**

The Transfer Station Operator, under general supervision, provides effective customer service to transfer station customers. Performs duties which include but are not limited to: operate and maintain light to heavy equipment to separate, spread, and compact debris; perform customer trash inspections and fill out appropriate inspections sheets, ensure there are not hazardous materials entering the transfer station; disposal of trash, and collection of fees. May work on a schedule other than normal work hours and days of Monday through Friday, 8:00 a.m. to 5:00 p.m. as scheduled and/or required.

Job Description

DUTIES AND RESPONSIBILITIES

- Performs cashier and customer service duties which include but are not limited to: greeting customers and providing information on transfer station fees; calculate fees; handle financial transactions; generate receipts; and maintain an accurate accounting of all transactions. May deposit fees.
- Responds to inquiries from the general public concerning transfer station services and complaints.
- Assists the public with open container dumping; performs customer trash inspections; complies with recycling standards and performs recycling duties; operates front end loader to move and pack containers, moves full and empty containers, and ensures yard area is organized and in compliance with safety standards and ordinances.
- Performs safety inspections and operate heavy equipment in accordance with safety standards which include but are not limited to: tractor trailer, grinders; horizontal bailer; case loaders; shredder; front end loader and bobcat; multi-gearshift vehicles; 18 speed vehicles; 10 wheel roll off, operate tractor trailer truck over highway

conditions.

- Operates vehicles under adverse weather conditions and may work on a schedule other than normal work hours and days of Monday through Friday, 8:00 a.m. to 5:00 p.m. as scheduled and/or required.
- Safely inspects, cleans, operates, and maintains trash compactors and other recycling equipment.
- Performs labor-intensive duties such as: lifting and loading materials and equipment; clearing and lifting of trash and other types of debris.
- Perform 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
- Three (3) years of transfer station and/or truck driving work experience to include the operation of single or tandem axle vehicles.
- Must possess a valid New Mexico commercial driver’s license, Class A, or obtain no later than first day of employment.
- Possess a valid and current certification for Facility Operator/Transfer Station Operator OR complete and pass certification for Facility Operator/Transfer Station Operator within twelve (12) months of employment and obtain re-certification every three (3) years.
- Must have knowledge of safe and effective operating maintenance techniques for the trash compactor; tractor trailer, horizontal bailer; and other heavy equipment used in the transfer station yard.
- Must have the ability to operate listed vehicles with either standard or automatic transmissions and must have the ability to operate multi-gearshift vehicles.
- 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 effective working relationships with superiors, co-workers, and the public.
- Must have the ability to communicate in both oral and written English.

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.
- Complete required supervisor training, if applicable.
- Employee must possess a valid New Mexico commercial driver's license, Class A, by employment date and retain a valid license while employed in this position.
- Employee must complete and pass certification for Facility Operator/Transfer Station Operator within twelve (12) months of employment and obtain re-certification every three (3) years.

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, dusts, 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, a computer cash register 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, tractor trailer, horizontal bailer, 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 landfill site.
- Must be able to accurately calculate amount of trash, assess fees, and make correct changes 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 tractor trailer, front-end loader and bulldozer in transfer station operations.
- 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 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 performing 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.