

Town of Oakland, Maine

Employee Job Description

Title Position: Transfer Station Laborer – Part-Time

Start Date: October 12, 2025

Department: Transfer Station

FLSA Status: Executive Exemption-Non-Exempt

Nature of Work

The Transfer Station Part Time Laborer works 24 hours per week (**Wednesday, Saturday & Sunday, 8 hours each day**) and performs work regarding waste processing at Oakland's Transfer Station and Recycling Facility. Primary responsibility will be assisting citizens with trash, or other areas of the facility that need assisting.

Duties and Responsibilities

- Works in the recycling building when needed.
- Assists citizens, business owners, and town employees about the proper placement of waste at the Transfer Station.
- Performs minor maintenance and service to department equipment as needed.
- Performs related work as required by the Transfer Station Manager
- Ability to get along well with Supervisors, co-workers and the general public.
- Maintain physical fitness and proper hygiene to perform the duties of the job.

Supervision Received & Given

The Transfer Station Laborer receives direct supervision from the Transfer Station Manager.

Education & Training

This employee must possess a high school diploma or GED equivalent. Any equivalent combination of education, training, and experience may be considered.

Special Requirements

This employee must retain a satisfactory driving record.

Suggested Skills

- Ability to make judgments concerning the proper disposal of various wastes.
- Ability to work without close supervision while producing satisfactory results.
- Ability to treat Transfer Station users courteously.
- Ability to work outside in all weather conditions.
- Ability to lift and move heavy objects.

- Ability to operate certain piece of machinery such as the front-end loader.

Physical Demands (in a usual workday)

- | | | |
|---------|-------------------|------------------------|
| ➤ Sit | Total hours/day 4 | Hours at one time: 1-2 |
| ➤ Stand | Total hours/day 3 | Hours at one time: 1-2 |
| ➤ Walk | Total hours/day 4 | Hours at one time: 1 |

Approximate percentages of time tasks are performed in carrying out the essential function of this position:

- 25% of time bending/stooping.
- 5% of time squatting.
- 2% of time crawling.
- 5% of time climbing.
- 10% of time reaching above shoulder level.
- 5% of time kneeling.
- 30% of time hand/fingers used for repetitive movements.
- 75% of time feet used for repetitive movements.
- 25% of time hands/fingers used for fine manipulation.
- 25% of time hands/fingers used for simple grasping.
- 10% of time hands/fingers used for pushing/pulling.
- 10% of time hands/fingers used for firm grasping.
- 20% of time head/neck in rotational movements.
- 20% of time head/neck in static position.
- 5% of time head/ neck in extension movements.
- 5% of time head/neck in flexing movement.

- Pounds employee is required to carry: 50lbs.
- Usual distance carried: 10ft.
- Pounds employee is required to lift: 50lbs.

Note: Due to the varying nature of work for all Transfer Station Employees, daily job responsibilities will change from project to project and day to day. This directly impacts the type of body movement percentages incurred daily.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job, While this job description is intended to be an accurate reflection of the current job, the Town of Oakland reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).

Please send letter of interest and resume to: Kelly Pinney-Michaud, Town Manager P.O. Box 187 Oakland, ME 04963 or email to: kmichaud@oaklandme.gov .