

# CITY OF MARLBOROUGH

Marlborough, MA 01752

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## DEPARTMENT OF PUBLIC WORKS

### RESIDENT DROP-OFF STATION ATTENDANT – PART-TIME

<b>Posting Number:</b>	AA#22-12	<b>Date Posted:</b>	April 20, 2022
<b>Weekly Hours:</b>	Up to 19 hours/week	<b>FLSA:</b>	Non-Exempt
<b>Hiring Rate:</b>	\$18.54/hour	<b>Bargaining Unit:</b>	MMEA Union
<b>Step Rate:</b>	\$18.54 – \$20.95/hour	<b>Location:</b>	860 Boston Post Road, East

The City of Marlborough's Department of Public Works is seeking a Resident Drop-Off Station Attendant. This is a part-time (up to 190-hours per week) non-benefited position.

#### POSITION PURPOSE

The purpose of this position is to provide support for the Resident Drop-Off Station, focused on assisting residents at the Drop-Off station and the delivery of exceptional service to the community. The Drop-Off Station is located at 860 Boston Post Road East, Marlborough.

#### ESSENTIAL JOB FUNCTIONS

*(The essential functions or duties listed below are intended only as illustrations of the various type 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.)*

- Open and close the Drop-Off Station according to the schedule.
- Maintain Drop-Off Station in accordance with rules and regulations.
- Operate all compactors and balers as needed.
- Check all vehicles entering the transfer station for a valid City of Marlborough sticker.
- Issue City of Marlborough Drop-Off stickers.
- Complete all associated paperwork and tracking.
- Answer phones
- Must ensure that no hazardous waste is disposed of at the facility
- Perform yard maintenance as necessary.
- Monitor dumpster capacity and coordinate with vendors to pick up dumpsters when full.
- Perform some snow removal.
- Perform other related work as required.
- Performs other duties as requested by the Resident Drop-Off Station Foreman, Assistant Commissioner of Operations and/or the Commissioner of Public Works.

To see the full job description: [DPW Resident Drop-off Station Attendant](#)

Interested candidates should forward cover letter and resume to:

[hrijobs@marlborough-ma.gov](mailto:hrijobs@marlborough-ma.gov)

**Open Until Filled**