

Town of Londonderry, Vermont  
100 Old School Street  
South Londonderry, VT 05155  
802-824-3356  
[www.londonderryvt.org](http://www.londonderryvt.org)

## **Job Opening - Londonderry Transfer Station**

The Town of Londonderry, Vermont is accepting applications for part-time (5 hours per week) Transfer Station Attendant to work on weekends. Backhoe experience preferred.

Applicants are asked to submit a required Employment Application, which can be found in the Employment section of the Town web site:  
<https://www.londonderryvt.gov/employment>.

Submit via email to [townadmin@londonderryvt.org](mailto:townadmin@londonderryvt.org) or mail to: Town of Londonderry, 100 Old School Street, South Londonderry, VT 05155.

Position opened until filled. The Town of Londonderry is an equal opportunity employer.

Posted December 5, 2025

## **LONDONDERRY TRANSFER STATION ATTENDANT DUTIES**

Work hours will be determined by the Select Board, the Recycling Coordinator and Transfer Station Supervisor. The transfer station attendant shall be governed by the Londonderry Personnel Policy as adopted by the Select Board.

The following is a list of duties and responsibilities that is meant to provide guidance and is not to be considered inclusive:

1. Make sure customer has a valid permit for one of the five towns served and that the material being dumped is from one of those towns. Everyone is required to have a permit.
2. Wear provided uniform each day.
3. Assist customers unload vehicles as needed.
4. Inspect all loads to be dumped, price various items and mark appropriate number of punches on punch card before dumping. Do not run a tab for anyone.
5. Ask customer to take all materials not put in household box or C&D box to their various locations. Plastics, glass, and paper recyclables products to their respective areas, metal to scrap pile, tires to tire pile, cardboard boxes to recycling area, brush to brush pile, yard compost to compost area, and food waste to food composting area.
6. Be aware of the various hazardous materials we do not accept. There will be two special Hazardous Waste Collection events during the year for those items. Learn about the mercury thermostat take back program and related materials in attendant's building.
7. Keep 30 yd. C&D and 40 yd. household trash boxes packed down after customers dump loads and at the end of each day.
8. Inform supervisor of any problems that arise.
9. Help keep backhoe serviced and greased.
10. Keep all work areas clean. Make sure materials i.e. tires, scrap, swap items are put in their proper place.
11. Help keep all grassy areas mowed.
12. Help with snow removal around buildings and work areas when necessary. Assist with sanding to keep a safe environment for customers, as necessary.
13. Keep hopper greased and area clean on top and underneath. Keep trash pushed down in hopper.
14. Assist customers with deposit cans, bottles, and plastics.
15. Assist supervisor as needed at Recycling Center.