Katherine Zygmunt
Director of Human Resources

City of Meriden, Connecticut

Human Resources

142 East Main Street, City Hall
Meriden, CT 06450-5605
Telephone (203) 630-4037 • Fax (203) 630-5882
www.meridenct.gov

October 26, 2026

VACANCY ANNOUNCEMENT
PROMOTION/TRANSFER

VACANCY:	Transfer Station Scale Attendant – Public Works Department Full Time – 40 Hour Work Week
SALARY:	31E $24.66 to $33.87 per hour (hired before 7/1/03) $24.66 to $31.84 per hour (hired after 7/1/03)
NATURE OF WORK:	IMPORTANT – Read the attached job description.
QUALIFICATIONS:	Graduation from high school with additional focus on accounting or bookkeeping. Computer skills necessary to complete reporting and accounting of operations. **Special Requirements** Must possess a valid CT driver's license, Class D. Must be able to work flexible schedule including Saturdays. State of Connecticut Solid Waste Operators license and Public Weighers license within 6 months of employment.
HOW TO APPLY:	Email applications for Promotion/Transfer to humanresources@meridenct.gov. Applications for Promotion/Transfer are also available in the Human Resources Department. Office hours are Monday through Friday, 8:00 AM to 5:00 PM.
LAST DATE TO APPLY:	November 3, 2026

E.O.E

Transfer Station Scale Attendant

General Statement of Duties

The purpose of this position is to direct and coordinate the collection and recycling of solid waste, bulky waste, and other similar materials.

Supervision Received

Work is performed under the supervision of the Director of Public Works or designee.

Examples of Duties

Check vehicles and loads for permits, passes, material. Interacts with public.

Maintain area and direct customers accordingly.

Operate and oversee the daily function of the vehicle scale; keeping in compliance with Consumer Protection rules and regulations.

Monitors and maintains quality of disposed material in accordance with local, state and federal regulations.

Keeps accurate record of all paperwork; collects fees; performs book-keeping functions, processes payments; processes and balances daily receipts.

Maintains records and creates basic reports necessary for the operation of solid waste operations.

Use all tools, small equipment and materials necessary to properly operate the transfer station and perform necessary tasks.

Coordinates with vendors, customers and regulatory agencies as necessary.

Performs related work as required at various Department locations. (Public Works, Transfer Station, Engineering office)

Knowledge, Skills, and Abilities

Ability to communicate effectively both orally and in writing; including report writing.

Knowledge of basic arithmetic as it relates to the calculation of weights and fees; make rapid and accurate calculations.

Ability to operate a cash register, vehicle scale, computer and other similar equipment.

Ability to follow oral and written instructions; follow policies, procedures and regulations.

Ability to establish and maintain effective working relationships with co-workers.

Ability to read and comprehend technical information and convey that information to others.

Knowledge, Skills, and Abilities (Continued)

Ability to work safely, effectively and efficiently.

Knowledge of OSHA regulations and modern safety practices.

Ability to maintain accurate records of daily tasks and assignments.

Working knowledge of Connecticut Motor Vehicle laws and Connecticut Department of Environmental Protection rules and regulations as they pertain to the safe operation of transfer station and scale operations.

Ability to work independently.

Ability to handle physical demands of the position on a daily basis and capable of working outside in all forms of weather.

Qualifications

Graduation from high school with additional focus on accounting or bookkeeping. Computer skills necessary to complete reporting and accounting of operations.

Special Requirements

Must possess a valid CT driver's license, Class **D**

Must be able to work flexible schedule including Saturdays.

State of Connecticut Solid Waste Operators license and Public Weighers license; within six months of employment.