



**Armada Township**  
23121 E. Main Street, P.O. Box 578  
Armada, Michigan 48005  
Telephone: (586) 784-5200 Facsimile: (586)784 5211

John W. Paterek, Supervisor – Mary Swiacki, Clerk - Treasurer, Camille Findlay

Jessie Kanehl, Trustee – Anita Bednar, Trustee

## **TRANSFER SITE DIRECTOR**

### ***Position Overview:***

Responsible for managing the Armada Township Transfer Site at 21327 Armada Ridge Rd.  
Hours of operation to residents – 9 am through 1 pm

***When:*** The 2<sup>nd</sup> and 4<sup>th</sup> Saturday of each month  
8:30 am through time of closing at 1:00 pm

***Rate of Pay:*** Flat rate of \$67 each day transfer site is open

### ***Job Description:***

- Responsible to keep transfer site gates locked and unlocked for both hours of operation to residence and any other times as required by sanitation company
- Be in attendance during open hours of operation to assist and direct residents as well as sanitation company employees who remain onsite during operational hours
- Verify identification to ensure user of service is an Armada Township Resident
- Schedule snow removal as needed
- Schedule lawn maintenance as needed
- Make sure site is clear of all debris and maintain cleanliness
- Coordinate with sanitation employees for unloading and picking up dumpsters which could include before and after hours of public operation
- Be familiar with transfer site rules and specifics
- Be available by phone and email to respond to any resident questions or inquiries
- Reports to township supervisor with any needs or issues to maintain the site as expected by the township residents

(Will be provided shirt with township logo)