

PART TIME TRANSFER STATION WORKING MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility to ensure compliance with local, state and federal regulations and guidelines of a Solid Waste Transfer Station. The work is performed under the supervision of the Town Supervisor, with leeway allowed for the exercise of independent judgement in carrying out the work. The incumbent will have a working knowledge of the principles, practices, safety procedures, methods and equipment employed in the operation of a Transfer Station. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Oversees Transfer Station personnel and assigns work duties, as needed
- Responsible for creating a biweekly schedule and verifying payroll
- Participates in the daily maintenance of Transfer Station equipment
- Operates heavy equipment
- Responsible for ensuring that all safety protocols and procedures are followed
- Ability to perform all jobs within the Transfer Station
- Participates in the development of policy and procedures for the Transfer Station
- Supervises the compacting, sorting, recycling and transporting of solid waste in accordance with established rules and regulations
- Determines when calls for pulls and recycling pick ups are to be made
- Answers questions and mediates complaints concerning the Transfer Station
- Prepares and maintains Transfer Station monthly report
- Ensures the Transfer Station is clean and organized

MINIMUM QUALIFICATIONS:

- Graduation from high school or possession of a GED
- Two (2) years of experience in operating heavy equipment

REQUIREMENTS:

- Must have a valid driver's license and reliable transportation
- Proficient in oral and written English
- Ability to understand and provide oral and written instructions
- Tact and courtesy
- Physical condition commensurate with the demands of the position
- Willingness to work in all weather conditions
- Ability to solicit the cooperation of the public
- Basic computer aptitude