

TRANSFER STATION MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility to ensure compliance with local, state and federal regulations and guidelines of a Solid Waster Transfer Station. The work is performed under the direct supervision of the Director of Buildings, Parks and Recreation with considerable leeway allowed for the exercise of independent judgement in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Participates in the daily maintenance and repair of equipment assigned to the Transfer Station facility;

Assigns work to Transfer Station Personnel in absence or in place of Supervisor;

Operates heavy equipment;

Participates in the development of policy and procedures for the Transfer Station;

Is included in the supervision of the compacting, sorting, recycling and transporting of solid waste in accordance with established rules and regulations;

Answers questions and mediates any disputes from the public concerning the Transfer Station;

Prepares and maintains a variety of records and reports relative to the Transfer Station activities.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Working knowledge of principles, practices, methods and equipment employed in the operation of a Transfer Station; Working knowledge of equipment, tools, materials and safety precautions used in a Transfer Station operation; ability to operate heavy equipment; ability to express oneself clearly both verbally and in writing; ability to understand and follow oral and written instructions; ability to solicit the cooperation of the public; ability to keep records and create reports; willingness to work under adverse conditions; physical condition to commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a GED and two (2) years of experience in operating heavy equipment in a landfill, road or building construction.

SPECIAL REQUIREMENTS: Eligibility for the appropriate Drivers License by the NYS Department of Motor Vehicles. Must possess and maintain the proper license at time of appointment and during employment.

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