

Job Description-Transfer Station Operator

Nature of work:

This is repetitive semi-skilled work involving the operation of equipment to process refuse and debris at the Town Transfer Station.

Employee of this class is responsible for the operation of the Transfer Station facility; coordinating the disposal and transfer of refuse and debris; overseeing the recycling operation; dealing with the public and maintaining records. Work is performed under the general direction of the Public Works Director in accordance with established procedures and routines. Work is reviewed through discussion and observation of results obtained.

Essential Duties and Responsibilities:

Opens and closes transfer station gates according to schedule.

Directs incoming vehicles to proper dumping areas, checks for appropriate dump stickers.

Performs routine maintenance of equipment used at site.

Supervises separation of trash by users of the site.

Maintains appropriate containers of materials for recycling, for example: newspapers, mixed paper, cardboard, plastics and tin cans.

Explains Transfer Station procedures to general public; monitors cargo to prohibit disposal of prohibited materials.

Assesses disposal fees as directed by the Town Council and accounts for all fees by receipt.

Deposits all fees collected at the Town Office on a scheduled basis.

Collect disposal fees as necessary.

Maintains records of Transfer Station operations.

Ensures safety procedures are followed; uses appropriate safety equipment during Transfer Station operations.

Assists with the baling of recyclable items

Keeps facility clean and well maintained.

Assists with snow plowing/removal operations when required.

Manages disposal of mercury added products and waste oil.

Performs related work as may be required.

Requirements of Work:

Ability to operate a fork lift and balers

Ability to maintain Transfer Station in accordance with rules and regulations.

Working knowledge of the operation and maintenance of mechanical equipment together with the ability to make minor repairs and adjustments and to do necessary servicing work.

Knowledge of hazards and applicable safety rules and regulations in equipment operation.

Ability to operate equipment skillfully and safely.

Ability to detect need for mechanical servicing of equipment.

Ability to understand and carry out oral instructions and to work independently in the performance of routine duties.

Ability to establish and maintain effective working relationships with the public and other Town employees.

Ability to maintain records.

Training and Experience Required:

Sufficient educational background to perform job related duties.

Functional Requirements:

Physical strength and agility sufficient to perform the work of the class in lifting up to 30 pounds, standing and walking for prolonged periods, bending to bale, and climbing and crawling under and over equipment to do routine maintenance and lift and turn to change trailers.