

## **Job Description-Assistant Transfer Station Operator**

### **Nature of work:**

This is manual work involving the operation of equipment to process refuse and debris at the Town Transfer Station.

Employee of this class is responsible to assist with the operation of the Transfer Station facility; coordinating the disposal and transfer of refuse and debris; overseeing the recycling operation; and dealing with the public and maintaining records. Work is performed under the general direction of the Transfer Station Operator or in his/her absence 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 landfill gates according to schedule.

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

Collects disposal fees as necessary.

Supervises separation of trash by users of the site.

Keeps transfer station clean, picks up debris and cleans building.

Prepares recyclable items for market

Maintains containers or facilities for disposal of recyclables and special waste.

Operates the facility in the absence of the transfer station operator.

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

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

Performs related work as may be required.

### **Requirements of Work:**

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.

**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 to lift and turn to change the trailers.