

Windsor Transfer Station – Site Supervisor/Driver

Nature of Work:

This is a practical work leadership position for the Town's Transfer Station facility as well as a Driver for Public Works. This employee is responsible for the safe operation of the Transfer Station facility in accordance with state and local requirements, the maintenance of all operational records, assisting in the safe and practical work at the Transfer station, and facilitating contracted waste disposal services. Work is performed under the supervision of the Town Manager in accordance with established procedures, policies, routines and ordinances. Work is reviewed through discussion and observation of results achieved.

Essential Duties and Responsibilities:

Supervise and direct work of Transfer Station staff. Is responsible for administering discipline limited to verbal and written warnings. All discipline will be reported to the Town Manager immediately. Ability to work in a team environment, establish and maintain a level of professionalism and maintain effective working relationships with other employees and the public; be consistent in dealing with people; actively listen and be sensitive to others concerns with or without being directly involved.

Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain records of station operation.

Directs incoming vehicles to proper disposal areas.

Verifies that each patron is a resident of the Town of Windsor before disposal.

Collects disposal fees as directed by the Selectboard and accounts for all fees by receipt.

Responsible for cash receipts. Provide change and use a computer as required.

Responsible for balancing monies and arranges for delivery to Town Office for deposit.

Oversees and manages recycling area. Prepare recyclable products for shipment which may include some lifting and plans for removal of recyclable products.

Delivery and removal schedules for storage containers, plus disposal plans for other waste items.

Operates the Transfer Station equipment including but not limited to the loader, scale, compactor, and lawn mower.

Consults with Public Works Supervisor on maintenance and repairs required.

Knowledge of the operation and maintenance of mechanical equipment. Ability to understand and carry out oral instructions and to work independently in the performance of routine duties.

Knowledge of hazards and applicable safety rules and regulations in equipment operations. Ability to operate equipment skillfully and safely.

Establish and maintain transfer station operating instructions, ensuring compliance with OSHA, MDOL, and other regulations in collaboration with Safety.

Ensures all safety procedures are followed in the operation of the Transfer Station. Confirms training of all staff before using equipment.

Ensures all training and safety documents are up to date for all employees.

All relevant reports must be completed, and any incidents or near misses should be documented promptly and in accordance with town regulations, regardless of whether damage occurred.

Monitor building and grounds at the Transfer Station for maintenance and upkeep. Must document and report any building or ground damage to the Town Manager.

Prepare annual reports and files reports in a timely manner.

Prepare monthly report on Transfer Station updates for the Selectboard, attend Selectboard and Budget Committee meetings as necessary.

Assists the Public Works department with snow removal, laborer, flagger, or whatever is needed.

CDL class B drivers are required to fill-in during any season to cover vacations, illnesses, or on-call and will adhere to the alcohol and controlled substances testing policy.

Able to perform light mechanical work on public works equipment

Able to lift 50 lb.

Attend Transfer Station Committee meetings.

Assists in the creation of the Transfer Station budget.

Training and Experience:

High school graduate or GED, plus experience in the operation or maintenance of a Town Transfer Station or other equivalent combination of experience and training. Transfer Station Operator's certificate may be required within one year of employment. . Must have a valid Maine driver's license with a clean driving record. Must have a Maine Class B CDL license within three months of hire.