

TOWN OF WINDSOR
JOB DESCRIPTION
TRANSFER STATION SUPERVISOR

Nature of work:

This is practical work involving the operations and maintenance of the Town Solid Waste Transfer Station facility.

Employees of this class are responsible for supervising and maintenance of the operation of the Transfer Station facility. An employee of this class is responsible for the 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 station and facilitating contracted waste disposal services. Work is performed under the general supervision of the Town Manager in accordance with established procedures, routines, and ordinances. Work is reviewed through discussion and observation of results achieved. This is supervisory work for the staff engaged in the Transfer Station facility operations.

Essential Duties and Responsibilities: Examples of Work (Illustrative Only):

- ✓ Supervises the staff of the Transfer Station and helps direct the staff in following the Rotation Schedule. Is responsible for administering discipline limited to verbal and written warnings. All disciplines will be reported to the Town Manager immediately. For more serious situations, the Transfer Station Supervisor shall call the Town Manager.
- ✓ The 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 a cooperative workplace atmosphere.
- ✓ Maintains Transfer Station in accordance with rules, regulations, Town Ordinances, and maintains records of the Transfer Station operations.
- ✓ Opens and closes Transfer Station gates according to schedule.
- ✓ Directs incoming vehicles to proper disposal areas.
- ✓ Collects disposal fees as directed by the Select Board and accounts for all fees by paper ledgers/cash register tapes/receipts. Weighs all Municipal Solid Waste and inputs/oversees payments into the cash register.
- ✓ Responsible for all daily monies and must be able to make changes, use a cash register, and operate the scale systems. Maintains records by logging payments onto log sheets as provided and puts all cash, checks, register tape, logs sheets and weigh scale slips into locking bag at the end of the day and brings bags to the Town Office and place in drop box. Also, pick up the Transfer Station bags at the Town Office before opening the Transfer Station facility.
- ✓ Ensures safety procedures are followed by themselves and employees; making sure appropriate safety measures are taken on equipment use. Ensures that all staff wear safety vests and metal toe boots during Transfer Station operational hours.
- ✓ Performs routine maintenance on Transfer Station equipment and/or consults with Public Works Supervisor on maintenance and repairs required. Makes sure Vendors are called for regular equipment maintenance.

TOWN OF WINDSOR
JOB DESCRIPTION

- ✓ Knowledge of the operation and maintenance of mechanical equipment together with the ability to make repairs and adjustments to perform necessary minor servicing work. Ability to understand and carry out oral instructions and work independently in the performance of routine duties.
- ✓ Knowledge of hazards and applicable safety rules and regulations in equipment operation. Ability to operate equipment skillfully and safely.
- ✓ Establishes and maintains Transfer Station operating policies, ensuring compliance with OSHA, MDOL and other regulations in collaboration with the Safety Coordinator/Town Manager.
- ✓ Ensures all safety procedures are followed in the operation of the Transfer Station. Confirms training of all staff before using equipment.
- ✓ Makes certain all training and safety documents are up to date for all employees by reviewing the safety files and binders as required but no less than yearly.
- ✓ Must complete the appropriate report and documents any incidents or near misses timely and in accordance with Town requirements, whether there is damage or not.
- ✓ Supervises separation of trash by users of the site.
- ✓ Monitors buildings and grounds at the Transfer Station for maintenance and upkeep. Must document and report any building and ground damage to the Administrative Assistant or Town Manager.
- ✓ Maintains appropriate piles of materials for recycling, for example, newspapers, glass by color, aluminum cans, bulky plastics, plastics etc.
- ✓ Maintains records of the Transfer Station operation. Prepares, in conjunction with other staff, annual reports and files reports in a timely manner.
- ✓ Prepares monthly reports on the Transfer Station updates for the Select Board and attends a Select Board's meeting at least once a month or more as necessary.
- ✓ Explains Transfer Station procedures to the public and monitors cargo to prohibit disposal of prohibited materials.
- ✓ Oversees and manages recycling area. Prepares all recyclable products for shipment, schedules delivery removal of storage containers and makes arrangements for final disposal which may include some lifting and help with loading the trucks.
- ✓ Oversees and manages the bulky/metal/tires/refrigerators/etc. and makes sure the bulky and metal containers are crushed down as needed with the backhoe/loader and makes arrangements for final disposal on all above-mentioned products.
- ✓ Supervises and assists the Public Works Department when needed for snow removal, laborer, flagger, or whatever is needed as directed by the Public Works Supervisor. Making sure the Transfer Station (and Public Works area if directed by the Public Works Supervisor) is completely removed from snow/ice and places sand/salt in areas to maintain a safe area as needed before the Transfer Station is open. (Staff may need to come in before Transfer Station operation hours or even on other non-Transfer Station operational days so ice/snow does not get built up and keeps the Transfer Station area safe.
- ✓ This position is required to have a CDL drivers license and will be required to fill-in the remaining hours to fulfill the full-time position within the Public Works Department under the Public Works Supervisor and will need to cover vacations, illnesses, driver, laborer, flagger and be on-call during the winter season for snow plowing and will adhere to the alcohol and controlled substances testing policies and procedures.
- ✓ Making sure the sand bin is kept full during winter months for the residents.

TOWN OF WINDSOR
JOB DESCRIPTION

- ✓ Operates the Transfer Station equipment including but not limited to the backhoe/loader, scales, compactor, lawn mower, weed wacker, and snow blower as per all safety requirements of each piece of equipment and maintains records as needed.
- ✓ Ensures all safety procedures are followed in the operation of the Transfer Station and records all appropriate training.
- ✓ Assists in the creation of the Transfer Station budget by meeting with the Public Works Supervisor (to discuss future needs of the facility and maintenance) and meets with the Town Manager.

Training and Experience Required:

- ✓ High school graduation.
- ✓ Experience in the operation or maintenance of a Transfer Station; or any equivalent combination of experience and training.
- ✓ Must have Transfer Station Operator's certification or obtain within one year of hire.
- ✓ Must have a valid driver's license with a clean record and Class B license.

Necessary Special Requirements:

- ✓ Physical strength and agility sufficient for performing the duties of the job.