

Department: Towns
Classification: Non-Competitive (Pending SCS Approval)
Grade: _____

SPEC DISK A3
DOCUMENT 72

Town Transfer Station Supervisor

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the operation of a Town Public Transfer Station. The incumbent directs the activities and operation of a Town Transfer Station. The work is performed under the general supervision of a Town Supervisor, or Town Highway Superintendent or other such appropriate official as determined by each individual Town. Supervision on a limited basis is exercised over subordinate employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates the daily operations of a Town Transfer Station;
Operates compactor by manipulating control panel of buttons, switches and/or levers;
Telephones county or contracted hauler when compactor needs emptying;
Telephones dispatcher at fire department if there is a fire;
May collect and report fees as necessary;
Directs public and private refuse trucks and vehicles to designated dumping areas at the transfer station site;
Checks to determine that refuse haulers have required permits;
Keeps the transfer station neat by policing the area, picking up blowing papers and removing trash which may fall off trucks;
Orders supplies, tools, maintenance needs and repairs that are necessary for the operation of the transfer station site.
May keep simple records and make reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to understand and follow simple oral and written directions; ability to be courteous and secure the cooperation of the general public and others;
Good knowledge of the principles, practices and equipment involved in the operation of a transfer station site;
Willingness to work out of doors occasionally under adverse weather conditions; mechanical aptitude; alertness; dependability; sobriety;
Honesty; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Six (6) years experience as a Transfer Station Attendant or similar such position.

Created: October 27, 2003