

Department: Solid Waste
Classification: Competitive
Grade: 9

SPEC DISK C5
DOCUMENT 20

TRANSFER STATIONS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The position involves responsibility for overseeing and participating in the operation of a county public transfer station sites. The incumbent supervises and participates in daily operations, coordinates schedules and staffing needs and maintains required records. The employee will be required to operate one or more types of moderately complex motorized equipment. The work is performed under a higher level Solid Waste Department employee with leeway allowed for the use of independent judgement in carrying out the details of the work. Supervision is exercised over subordinate employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates and supervises the daily operations of county transfer station sites;
Responsible for the education and training of employees in proper work procedures;
Prepares account keeping records associated with the operation of the transfer station sites;
Responsible for the preparation of maintenance reports and program account records;
Maintain hauler registration records and scheduling of services;
Orders supplies, tools, maintenance needs, and repairs that are necessary for the operation of the transfer station sites;
Operates various pieces of motor equipment;
Makes minor mechanical repairs to motorized equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices and equipment involved in the operation of a transfer station site, ability to prepare and maintain records and reports, good knowledge of the operation of motor equipment, mechanical aptitude, ability to schedule shipping with haulers, ability to understand and follow oral and written directions, ability to get along well with others, willingness to work out of doors, occasionally under adverse weather conditions, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma; and four years of general construction experience involving the use of heavy motorized equipment, one year of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Eligible for an appropriate level New York State driver's license at time of application. Possession of such license at time of appointment.