

Town of Waterford Transfer Station Supervisor Job Description

The Transfer Station Supervisor is charged with the supervision of two Transfer Station Attendants and the weekly operation of the Waterford Transfer Station. This is a part-time position operating the Waterford Transfer Station on Saturdays from 7 am – 12 pm. This position is for a total of 6 hours per week. Fifteen (15) minute early open for necessary preparation, ten to fifteen (10-15) minute tidying before closure and bringing collected fees to the Town Treasurer account for approximately one hour in addition to the 5 hours of station operation.

Job Duties:

- Open and close the Transfer Station gates according to schedule;
- Assign work and monitor the job performance of Transfer Station Attendants.
- Perform work assignments in a prompt, efficient and safe manner.
- Maintain Transfer Station in accordance with all rules and regulations;
- Direct incoming cars to proper disposal areas;
- Perform routine maintenance of equipment used at site;
- Explain Transfer Station procedures to the general public, monitoring materials to prevent disposal of prohibited items;
- Keep accurate records and do basic mathematics in collection of disposal fees;
- Have a positive attitude and be able to work well as a part of a team;
- Have knowledge of and understand the safety regulations pertaining to municipal waste and recycling operations;
- Wear, and ensure Attendants wear, any required Personal Protective Equipment (PPE).

General Responsibilities:

- Perform work in accordance with all federal, state and local laws, rules and regulations and within VOSHA standards.
- Represent the Town of Waterford in a professional manner at all times.
- Report any accidents involving yourself, the Attendants, the public, or Town or public property to the Selectboard immediately.

Minimum Qualifications:

- Ability to understand and follow written and oral instructions, and communicate with others.
- Ability to work independently and direct the work of others.
- Ability to operate Transfer Station mechanical equipment skillfully and safely.
- Ability to detect a need for mechanical servicing of equipment and make minor adjustments as necessary.
- Knowledge of hazards and applicable safety rules and regulations in Transfer Station equipment operation.
- Ability to remain calm and deal courteously with public, particularly in the event of upset customers.
- Ability to manually lift objects weighing up to 50 pounds.
- Physically able to work in all types of weather conditions.

Working Conditions:

- Involves risks or discomforts (e.g., working around moving parts and equipment, which require safety precaution and/or the use of PPE.
- May be exposed to hazardous materials.
- Requires working in outside environment, subject to weather-related discomfort.