

Transfer Station Monitor

Summary of Position Responsibilities:

The Transfer Station Monitor directs all aspects of daily operations and maintenance of the Town's landfill and recycling facility (transfer station). Transfer Station Monitor exercises discretion and initiative in the proper maintenance of the transfer station. Errors could result in violations of federal or state law, impact public health and safety, could have legal and financial repercussions, and/or cause adverse public relations.

Description of Supervision/Supervisory Responsibilities:

The Transfer Station Monitor is appointed by the Select Board, and works under the general supervision and direction of the Transfer Station Manager

Essential Functions of Job:

- Responsible for daily operations of the recycling center
- Responsible for administering all applicable state laws and statutes, Town by-laws, codes and programs
- Operates small equipment as directed by the Transfer Station Manager
- Inspects all vehicles entering the transfer station for proper permitting
- Responsible for inspecting all items sought to be recycled for compliance with established standards
- Responds to resident inquiries
- Collects appropriate fees under supervision of the Transfer Station Manager
- Maintains office and grounds in a safe condition
- Performs similar or related work as required or assigned

Minimum Competencies:

- Knowledge of local, state, and federal laws and regulations governing solid waste facilities and landfill requirements
- Knowledge of the principles and practices of solid waste treatment and disposal of large scale municipal recycling
- Ability to enforce and interpret regulations firmly, tactfully, and impartially
- Excellent customer service skills
- Skill in the operation of all required tools and equipment
- Knowledge of all applicable safety and health laws, rules, regulations and guidelines
- Honesty, reliability, discretion, and good judgment essential

Education and Experience/Other Requirements:

- High School diploma or G.E.D.

Physical Requirements/Work Location:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Recycle Center/Transfer Station:

This position requires both physical labor and non-physical work. Work is regularly performed outdoors, under varying weather and other conditions with exposure to some occupational risks. Must be able to: traverse uneven terrain; enter, exit and operate vehicles.

While performing the duties of the Transfer Station Monitor, the employee is required to regularly engage in strenuous physical effort, including: repetitious physical motions; lifting and/or moving 50 pounds or more; operation of small equipment, vehicles, tools; and moving about all indoor and outdoor work sites efficiently. The employee regularly interacts with, and must communicate effectively with, government officials, other Town employees and personnel, third parties transacting business with the Town, and the public.

FLSA status

This position is **non-exempt** under the Fair Labor Standards Act.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and/or requirements of the job change.

Date adopted/revised: _____