Transfer Station Operator JG
Town of Weston

Physically demanding position at the Town's transfer station, but requiring participation in many DPW functions, including snow plowing. Full position description viewable at www. westonct.gov. High School or GED and CDL required. $22.53/HR w/ full benefits. Application forms available at Town Hall (9-4 weekdays) 56 Norfield Rd or by calling the Selectmen's Office 203.222.2656. Review of completed applications will begin September 2.

TOWN OF WESTON
TRANSFER STATION OPERATOR – JR. GRADE

Position Purpose:

The purposes of this position are to be responsible for the safe and efficient operation or the Transfer Station and the use of light and heavy vehicles and power equipment on assign projects or activities of a public services nature which may entail operating the Transfer Station, snow removal operations, tree work mowing, and other projects as needed, etc. An individual in this position is also expected to perform many different types of maintenance and repair work and manual labor in addition to driving CDL vehicles and operating heavy equipment as described. The Transfer Station Operator –Jr. Grade is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs a wide variety of responsibilities requiring knowledge of public works functions and transfer station operations as stated above and knowledge of department standard operating procedures. Must exercise of judgment on safety procedures and initiative to accomplish competent service delivery; works with others; incumbent is called upon to handle a significant amount of physical labor.

Supervision Received: Works under the direction of the Director of Public Works following professional standards, procedures and policies. May receive daily supervision from Working Foreman.

Supervision Given: None

Job Environment:

Work is performed at the Transfer Station and in field locations including traffic; usually noise levels are loud. Position entails driving and may be subject to exposure to hazardous substances or materials; may be subject to vibration/jarring when driving CDL vehicles or heavy equipment; working near mechanical moving parts and exposed to electrical shock on occasion; may work in high precarious places on occasion. Work is performed inside and out-of-doors in all weather conditions.

Requires the operation of light and heavy trucks and equipment including but not limited to: front-end loader, track loader, backhoe, compactor, chipper, snowplows, fork lift, lawn equipment, and CDL vehicles. Also requires the operation of hand tools, power tools, weed wackers, and chainsaws.

Makes constant contacts with the general public to handle resident's questions about regulations related to the Transfer Station. Also have frequent contacts with haulers via phone or in person conversations. Also have contacts with fellow employees in the department or other town departments. Communication is frequently in person.

Errors in judgment or omissions could result in delays in service, rework, injury to employees, personal injury, damage to town roads or equipment and potential liability.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Operates front-end loader, track loader, backhoe, mowing and compactor equipment as part of Transfer Station operations and mowing operations at the Transfer Station.
- Performs manual labor related to, repair to equipment located at the Transfer Station, and the lifting of large items to assist citizens who are making deliveries to the Transfer Station.
- Shovels and plows snow and spreads sand and salt on roads, sidewalks, parking lots, steps, etc.
- Moves materials with hand tools, wheelbarrows, forklift and hand trucks. Loads and unloads heavy materials from vehicles as part of Transfer Station operations.
- Maintain and perform job site and work safety practices.
- Is subject to call out to respond to emergencies after normal working hours.
- Operates and checks vehicles and tools for correct fluid levels and general operating condition. Maintains, clean and washes vehicles and equipment reports problems to mechanics.
- Performs tree trimming, cutting of logs and removal of trees as needed.
- Monitors citizens and haulers bringing items to the Transfer Station – enforces Town regulations related to proper disposal of solid waste and recyclables.
- Calls haulers to schedule pick up of roll off dumpsters for solid waste and recyclables.
- Monitors and weighs all vehicles in accordance with regulations and collects fees and records fees and weights of materials in accordance with town procedures.
- May be reassigned as necessary to assist department employees with various projects.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues training on other equipment to learn other functions within the department.
- Assists other departments, offices or staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a High School Diploma or GED and a total of one year of road construction, heavy equipment operation and heavy vehicle driving experience; or any equivalent combination of education, experience and training.

Special Requirements:

Must have and maintain: Commercial Drivers License (CDL) Class B with airbrakes endorsement. Must submit to CDL Drug testing regulations. Must be able to acquire and maintain a Transfer Station Certificate from DEP and Weighing License from Town within 3 months of job acceptance.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the safe practices of driving heavy vehicles; working knowledge of Transfer Station Operations; knowledge of solid waste and recycling laws; knowledge of proper tools to use for different public works maintenance jobs; working knowledge of safety procedures for working in roadways, working with hazardous materials, and working with mechanical equipment; Strong knowledge of safe practices of operating heavy equipment listed.

Ability: Ability to follow written and oral instructions; ability of work as a team with others to accomplish a project; ability to read and follow safety procedures; ability to work for long hours and perform physical labor is necessary; ability to understand policies and procedures; ability to establish and maintain effective working relationships with fellow employees and the public; ability to enforce regulations in a fair manner.

Skill: Skill in using front-end loader, track loader, compactor, chipper, backhoe, snow plows, CDL vehicles, mowing equipment and various power tools and hand tools; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for managing a transfer station and maintaining records and collecting money; skill in using the above mentioned equipment.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemical		X		
Work with fumes or airborne particles		X		
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts			X	
Risk of electrical shock		X		
Vibration			X	
Other-Working on uneven surfaces			X	
Other-Describe_____				
Other-Describe_____				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting			X	
Talking & Hearing				X
Using hands/fingers for driving & tools				X
Climbing or balancing			X	
Stooping, kneeling, crouching, crawling			X	
Reaching with hands/arms for driving & lifting				X
Tasting or smelling	X			
Bending, pulling, pushing – labor related work			X	
Other-Driving – more in winter for snow plowing				X
Other-Describe _____				

Lifting Requirements

Averaged over the year – each season is different	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds			X	
Up to 100 pounds			X	
Over 100 pounds		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)			X	

Very Loud (jack hammer work)			X	

Vision requirements

__X__ Close vision (i.e. clear vision at 20 inches or less)
__X__ Distance vision (i.e. clear vision at 20 feet or more)
__X__ Color vision (i.e. ability to identify and distinguish colors)
__X__ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
__X__ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
____ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

FINAL APPROVAL DATE: February, 2013