



Transfer Station Job Description

Nature of Work:

This is manual work involving the operation of equipment to process refuse and debris at the Town Transfer Station.

Employee of this class is responsible for the operation of the Transfer Station facility; coordinating the disposal and transfer of refuse and debris; overseeing the recycling operation; and dealing with the public.

Supervision Received:

Work is performed under the general direction of the Public Works Director in accordance with established procedures and routines. Work is reviewed through discussion and observation of results obtained.

Essential Duties and Responsibilities:

1. Opens and closes Transfer Station gates according to schedule.
2. Directs incoming vehicles to proper dumping areas, checks for appropriate dump stickers. Collects fee and give receipts for materials that the Town charges for.
3. Submits collected fees to the Town Office once a week. Performs routine maintenance of equipment used at site. Supervises separation of trash by users of the site.
4. Keeps transfer station clean, picks up debris, cleans building and mows grass. Maintains appropriate piles of materials for recycling.
5. Explains Transfer Station procedures to the general public; monitors cargo to prohibit disposal of prohibited materials.
6. Ensures safety procedures are followed; uses appropriate safety equipment during Transfer Station operations.
7. Burns materials at dump under appropriate conditions; notifies Fire Department when burning. Assists the Public Works Department when necessary.
8. Performs related work as may be required.

Required Knowledge:

1. Ability to maintain Transfer Station in accordance with rules and regulations.
2. Working knowledge of the operation and maintenance of mechanical equipment together with the ability to make minor repairs and adjustments and do necessary servicing work.
3. Knowledge of hazards and applicable safety rules and regulations in equipment operation. Ability to operate equipment skillfully and safely.
4. Ability to detect need for mechanical servicing of equipment
5. Ability to establish and maintain effective working relationships with the public and other Town employees.

Training and Experience Desired:

High school graduation and some experience in the operation of standard automotive equipment; or any equivalent combination of experience and training.

Necessary Special Requirements:

1. Must possess a valid motor vehicle operator's license Must have pre-employment drug testing.
2. May be required to pass random drug screenings.
3. Ensure that all materials received at the transfer station remain the property of the Town of Denmark until they are properly disposed through Town approved means.

Working Conditions/ Physical Demands

1. Work is generally performed outdoors under varying conditions and circumstances in a moderately noisy environment.
2. The employee must be able to bend, pull , reach, stoop, talk, and kneel.
3. Work in a moderate to high stress work setting.
4. Light to moderate physical activity with lifting of 20lbs and occasional lifting of objects weighing over 20lbs.
5. Must be able to interact courteously and tactfully with managers , co-workers, customers, vendors, or associates. Failure to do so to a point where productivity or morale suffers may be grounds for dismissal.

The above statements are intended to describe the general ratio and level of work being performed by people assigned to do this job. It is not intended to be an exhaustive list of responsibilities and duties required. This job description may be changed , at any time, at the sole discretion of the Selectmen or Town Manager under direction of the Selectmen to provide for changing community needs.

Effective Date: _____

Select Board Chairman

Select Board Member

Select Board Member

Upon hiring Employee will sign acknowledging the understanding of the outlined job description.	

Employee Signature	Date