

TRANSFER STATION OPERATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is routine but important work involving responsibility for maintaining and operating a municipal transfer station. The work is performed in accordance with a general routine. Work is performed under general supervision. General direction is given to laborers, sanitation workers and drivers.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Supervises the operation and maintenance of a municipal transfer station;
2. Supervises the arrival and departure of sanitation crews, including arranging for replacements;
3. Issues weigh tickets, completes necessary permits and may handle small sums of money;
4. Supervises the work of other employees stationed at the transfer station in the unloading and transporting of refuse;
5. Operates transfer station equipment and tractor trailer rigs on off-road areas;
6. Maintains records as required;
7. Inspects sanitation vehicles and equipment;
8. Disinfects and deodorizes equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate compacting equipment;
Ability to operate tractor trailers and other equipment used in the operation of transfer station;
Ability to keep records and make reports;
Ability to secure the cooperation of others;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or an equivalency diploma plus one year of experience in the operation and maintenance of an incinerator plant, transfer station or landfill area.

NOTE: Work experience may be substituted for formal education on a year for year basis.

SPECIAL REQUIREMENT:

Candidate must possess a valid driver's license at time of appointment and to maintain position. This license must contain no restrictions other than those relating to personal physical conditions. Such restrictions will be reviewed on a case by case basis for compatibility with job duties and will not be an automatic bar to employment

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ADOPTED: 12/12/84 REVISED: 03/01/96 07/05/00