

TRANSFER STATION DIRECTOR JOB DESCRIPTION

NATURE OF WORK

This position works under the direction of the Town Manager, or his or her designee. This position is responsible for organizing, directing and coordinating the overall operation of the Transfer Station facility, subject to review by federal and state regulatory agencies. Daily operations include, but are not limited to; budgetary, purchasing, facility cleanliness, equipment maintenance, material handling, maintenance, building and grounds care, recycling management and community education, general facility supervision, performing routine clerical work such as time cards, manifests, safety training and reporting, and daily work and maintenance reports. This position is responsible for ensuring the facility is operated in accordance to state law and for enforcing the general laws of the facility, including but not limited to; transfer station stickers, tire fee management, and refrigerator licenses. This position is also responsible for the coordination of material management; for example: coordinating iron pile, shingle and sheetrock, tire, refrigeration, and recyclable material pick-ups and or deliveries. This position is also responsible for ash pile management- keeping debris clear and separated from ash, and the actual ash sample collection and mailings.

This position is responsible for safely operating and maintaining heavy equipment. Responsibilities include scheduling oil samples, equipment oil changes, and for keeping the compactor machinery in good, clean working condition. This position also performs basic repairs on machinery or arranges for more complex repairs to be completed.

This position supervises all other staff working at the facility and may delegate his/her responsibilities according to employee skill and ability. Supervision includes professional and administrative duties such as evaluations, delegation, accountability, employee safety, equipment maintenance, facility maintenance, employee development, employee recognition as well as disciplinary measures, scheduling and staffing. Prepares daily records of station operations, checks for Transfer Station Stickers and enforces Town's sticker policy.

This position coordinates special recycling activities, such as workshops, demonstrations, Christmas tree collections or other seasonal cleanups. This position also manages the Mercury Recycling Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

It is essential the person in this position has a valid driver's license, meets the physical demands of the position, implements and coordinates a workplace safety program (which includes those who use the facility), and is responsible for the overall functioning and maintenance of the entire facility, equipment, and buildings. It is also essential that all local, state and federal laws are adhered to.

TOWN OF LINCOLN, MAINE JOB DESCRIPTIONS

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED, knowledgeable of environmental science or a closely related field;
- (B) Minimum of one year experience related to recycling or solid waste programs; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Skill in operating backhoe, skidsteer, Class A license preferred, Class C mandatory.
- (B) Ability to communicate effectively, orally and in writing with employees and residents, vendors, councilors and government agencies.
- (C) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, Town officials and the general public; Ability to conduct necessary research and compile comprehensive reports. Must have the ability to prepare and administer a variety of recycling programs.

TOOLS AND EQUIPMENT USED

Compactor, loader, backhoe, bulldozer, hand tools, personal computer (including word processing, spreadsheet and data base), motor vehicle, phone, radio, fax, and photo copy machine.

PHYSICAL DEMANDS

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.

Working outdoors and in inclement weather should be expected. Hand-eye coordination is necessary to operate the department's heavy and light equipment.

While performing the duties of this job, the employee is frequently required to stand, walk, possess hand-eye coordination in order to handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Adopted December 13, 2004, Amended March 13, 2006, effective April 13, 2006. Amended March 20, 2017, effective

TOWN OF LINCOLN, MAINE JOB DESCRIPTIONS

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee is subjected to working for extended periods of time under adverse climatic conditions. The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

The noise level in the work environment is usually moderate to loud.

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 requirements of the job change.