

TOWN OF YARMOUTH

PART-TIME TRANSFER STATION OPERATOR

JOB DESCRIPTION

GENERAL PURPOSE

Under general supervision, performs a variety of semi-skilled maintenance tasks, operates balers, compactors, brooms and shovels. Assists and directs users of the Transfer Station, and does related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Facility Superintendent & Operator.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ◆ Operates compactor, bailer.
- ◆ Organizes and maintains collection bins.
- ◆ Checks vehicles for stickers.
- ◆ Directs public in proper procedures for disposal of waste.
- ◆ Answers the telephone and responds to inquiries from the public.
- ◆ Monitors swap shop and book barn.
- ◆ Cleans the Transfer Facility buildings and grounds as directed.

DESIRED MINIMUM QUALIFICATIONS

- ◆ Ability to read / write / follow directions – H.S. Degree or GED preferred.
- ◆ Good customer relations skills.
- ◆ Positive attitude.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Any combination equivalent to graduation from high school and one (1) year of experience in general maintenance work including some semi-skilled assignments.
- ◆ Knowledge of the common tools and materials used in public works maintenance / transfer stations.
- ◆ Ability to understand and follow oral and written instructions and rough working diagrams.
- ◆ Ability to work effectively in a small group or alone and without continuous supervision.
- ◆ Ability to deal with the public in a courteous and tactful manner.
- ◆ Ability to perform low level manual work.

SPECIAL REQUIREMENTS

- ◆ Must be able to lift up to 10lbs. on a regular basis.
- ◆ Must be able to work weekends.

TOOLS AND EQUIPMENT USED

Compactors, bailer, small hand tools

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is often required to walk, sit, stand or balance.

The employee must occasionally lift and/or move up to 10 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions, very cold conditions and vibration.

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

The duties listed above 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.

The 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.

I have reviewed and understand the Transfer Station Operator Job Description and believe it to be accurate and complete. I understand that the Public Works Director and/or Town Manager of The Town of Yarmouth retain the right to change the Job Description as it deems necessary. I will follow and adhere to my Job Description to the best of my ability.

Employee Signature

Date

1-19-16