

Town of Yarmouth – Job Description

TRANSFER STATION FACILITY OPERATOR

GENERAL PURPOSE

Under general supervision, performs a variety of semi-skilled maintenance tasks. Operates trucks, Bobcat, balers, compactors and other equipment. Assists and directs users of the Transfer Station and does related work as required. Also assists Highway Department with winter maintenance, as required.

SUPERVISION RECEIVED

Works under the general supervision of the Facility Superintendent.

SUPERVISION EXERCISED

Responsible for Operations when Superintendent is absent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ◆ Operates a truck, or other maintenance equipment.
- ◆ Assists in rough carpentry, painting or general maintenance / repair work.
- ◆ Assists in cleaning buildings and grounds.
- ◆ Mows lawns and trims plants.
- ◆ Shovels snow, plows and sands around buildings.
- ◆ Learns to operate equipment at the Transfer facility.
- ◆ Checks vehicles and waste to determine origin and type of waste, in order to ensure compliance with Town Ordinances and Policies.
- ◆ Completes necessary forms and reports.
- ◆ Records, tabulates, and files information - including user vehicle counts.
- ◆ Directs public in proper procedures for disposal of waste.
- ◆ Answers the telephone and responds to inquiries from the public.
- ◆ Works on equipment as required.
- ◆ Must be able to work independently and be self-motivated.

PERIPHERAL DUTIES

Assists other Public Works Departments as needed.

DESIRED MINIMUM QUALIFICATIONS

- ◆ Must hold a High School Diploma or G.E.D.
- ◆ Good customer relations and communication skills.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Any combination equivalent to graduation from high school and one (1) year or experience in general maintenance work, including some semi-skilled assignments.
- ◆ Knowledge of the common tools and materials used in public works maintenance.
- ◆ Knowledge of the basic operation of gasoline and diesel motors.
- ◆ Ability to operate trucks and motorized equipment.
- ◆ 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 file correctly.
- ◆ Ability to perform medium level manual work.

SPECIAL REQUIREMENTS

- ◆ Must be able to pass a standard medical examination.
- ◆ Must be able to lift 50 pounds on a frequent basis.
- ◆ Must hold a High School Diploma or G.E.D.
- ◆ Must hold a CDL Class B and comply with federal drug & alcohol policies.
- ◆ Must be able to pass a DOT physical.
- ◆ Must be available for overtime as position requires.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, balers, compactor, mowers, blowers, bucket loader, Bobcat, common hand and power tools, shovels, wrenches, mobile radio, phone, and any other equipment used by the Public Works Department.

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, climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 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.

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 employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. Extended works may be required.

The employee may occasionally be asked to assist other departments.

The noise level in the work environment is usually moderate to very 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 Full-Time 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 deemed necessary. I will follow and adhere to my Job Description to the best of my ability.

Employee Signature

Date

Revised: 4-11-2019 ESS
Revised: 7-29-2020 ESS