

TOWN OF THORNTON

JOB TITLE: Transfer Station Assistant

July 2018

DEPARTMENT: Transfer Station

STATUS: Full-Time, Administrative Exemption

LABOR GRADE: LG7

JOB SUMMARY: Performs responsible work associated with the management, operation and maintenance of the tri-town municipal transfer station and recycling center. Reports to Transfer Station Manager and acts as Manager in his or her absence.

MAJOR DUTIES:

- Assists in planning, organizing, directing and coordinating the activities of the Department.
- Recommends plans and policies to be observed in the conduct of operations.
- Monitors landfill and closures in accordance with State & Federal Standards as assigned.
- Assists in planning, preparing and administering the annual budget for all operating costs, equipment purchases, construction and maintenance costs.
- Reviews and presents specifications for long and short-term projects.
- Oversees private contractors hired to assist in completion of Department projects.
- Trains employees in proper equipment operation and maintenance activities.
- Operates and maintains baler, front-end loader, compacting and snow removal equipment as needed.
- Works with State and Federal agencies to assure Town's compliance.
- Ensures that employees are familiar with current regulations and any changes in regulations.
- Stays current on trends in solid waste and recycling through literature, workshops, etc.
- Educates the public on proper disposal and recycling through direction of vehicles, public meetings, newspaper ads, handouts, etc.

- Assists with marketing recyclables and ensuring that recyclables meet quality marketing standards.
- Assists with managing the separation of all materials, assesses and collects required fees according to established schedules.
- Maintains record of all fees collected and deposits fees as required by the town financial policies.
- Monitors and schedules the pick-up of compacted waste and recycled materials.
- Limits access to the Transfer Station to the towns of Campton, Ellsworth and Thornton.
- Works with the Fire Department regarding the maintaining and burning of any materials.
- Prepares applications for available grants.
- Carries out supervisory responsibilities as assigned by Transfer Station Manager.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of methods, materials and equipment used in the management of solid waste and recyclables, and the operation of transfer stations.
- Knowledge of hazards and safety precautions common to transfer station machinery and equipment.
- Skill in the operation and maintenance of transfer station equipment and tools.
- Skill in organization and supervision of personnel.
- Skill in the use of computers and software such as Microsoft Word and Excel.
- Skill in budgeting.
- Ability to plan for municipal needs, to delegate and distribute personnel and to direct, coordinate, and review the work of subordinates.
- Ability to establish and maintain effective working relationships with Town officials, employees, officials of other governmental jurisdictions, consultants, contractors and the public.
- Ability to express ideas effectively both orally and in writing.

- Ability to prepare reports and maintains records and the ability to prepare and administer a budget.

SUPERVISORY CONTROLS: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

GUIDELINES: Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Works under the administrative direction of the Transfer Station Manager; working from NHDES rules and regulations, Town Policies and objectives, consulting with supervisor where clarification, interpretation or exception of policy may be required.

Supervises department employees, developing job direction, assigning tasks and instructions and monitoring personnel performance, directly and indirectly.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Regularly operates various types of equipment including: hand and power tools, glass crusher and related equipment as well as telephone and other standard office equipment.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with a higher license, certificate or registration from the New Hampshire Department of Environmental Services, or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.