TOWN OF CANTERBURY

**JOB TITLE**: Transfer Station Manager Date: February 1, 2016

**DEPARTMENT**: Highway Department

**STATUS**: Full-Time

The position will combine two job functions and is a full-time position with benefits, reporting to the Road Agent.

JOB SUMMARY For transfer station manager: This position is responsible to supervise the acceptance of trash and recyclable material and general overall operation of the Transfer Station.

MAJOR DUTIES:

• Receives trash and recyclables.

• Assists the public in participation of the recycling program.

• Performs and assigns duties associated with the operation and cleaning of the Transfer Station.

• Enforces rules and regulations pertaining to the use and operation of the Transfer Station.

• Operates a light truck, loader, and forklift.

• Operates the trash compactor, glass crusher, balers.

• Performs clerical duties for the Transfer Station.

• Supervises Transfer Station Attendants.

• Maintains the building and grounds. To include mowing town property and cemeteries, snow removal operations and light maintenance to all town buildings.

• Performs clerical duties for the Transfer Station.

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• Participates in construction, reconstruction and maintenance of town streets, highways, bridges, sidewalks, storm sewers culverts, drainage systems and pavement markings, consistent with the department’s needs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

• Knowledge of the functions and operation of the Transfer Station.

• Knowledge of the work hazards and safety practices relating to solid waste operations.

• Knowledge of the federal, state and local rules and regulations for Solid Waste Operations.

• Ability to deal effectively with the public.

• Ability to understand, follow, and give both oral and written instructions.

• Knowledge of town policies and procedures, ordinances and state and federal statutes.

• Knowledge of public works construction, materials and equipment.

• Knowledge of town geography, streets and zoned areas.

• Knowledge of the standards by which the quality of public works service is evaluated.

• Knowledge of light and heavy equipment application, maintenance and operation, building and grounds maintenance and repair procedures.

• Skill in working multiple and concurrent projects.

• Skill in the use of office equipment, such as computer and calculator, relevant software such as word processing, data base programs, spreadsheets and G.I.S. programs preferred.

• Skill in public and interpersonal relations.

• Ability to organize time in order to meet deadlines.

• Ability to maintain accurate records and files on equipment maintenance.

• Ability to demonstrate good teamwork, interpersonal and customer service skills and attitude.

• Ability to establish and maintain effective working relationships with employees, town officials, property owners, contractors, the business community, the general public, regional, state and federal officials.

PHYSICAL DEMANDS: The work requires physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of heavy items. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, suits, coats, boots, goggles, gloves or shields. Work is performed in a variety of environmental conditions, including outside weather conditions of heat, cold, precipitation, noise, etc.

MINIMUM QUALIFICATIONS:

* Knowledge and level of competency commonly associated with a high school diploma or GED.
* Sufficient experience to understand the basic principles relevant to the major duties of the job.
* Principle operator certification.
* DOT Medical Card

• Maintain Principal Operator Status step 3 or above with NHDES, or ability to readily obtain certification.

* Possession of, or ability to readily obtain, a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated (Commercial Driver's License, CDL-B).
* Pass a drug and alcohol test.

Approved by the Board of Selectmen

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Robert J. Steenson, Chairman

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Cheryl A. Gordon

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George Glines

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