



# *Town of Sandisfield, Massachusetts*

## Department of Public Works

### **JOB DESCRIPTION TRANSFER STATION**

#### **JOB DUTIES:**

- Open and close the transfer station gates according to schedule.
  - Summer: Wednesday 2pm-5pm, Saturday & Sunday 9am-3pm
  - Winter: Wednesday 2pm-5pm, Saturday & Sunday 9am-1:30pm
- Maintain transfer station in accordance with rules and regulations.
- Direct incoming vehicles to proper disposal areas, check for valid transfer station permits.
- Performing routine maintenance of equipment used at site.
- Supervise separation of materials by users of site managing universal wastes to include products such as television, computer monitors, laptop computers, fluorescent bulbs, rechargeable batteries, etc. Ensure these items are recorded on appropriate forms for submission to state agencies and properly secured as required.
- Keep transfer station clean, pick up debris, clean building and mow grass.
- Maintain appropriate bins of materials for recycling.
- Explain transfer station procedures to general public; monitoring materials to prohibit disposal of prohibited items.
- Ensure safety procedures are followed and proper safety equipment is utilized.
- Perform related work as required by the DPW/Town such as annual compilation and reporting of transfer station for inclusion in the annual town report.
- Attend seminars and training as required by the DPW/ Town/ DEP
- Identify and resolve reported issues concerns in a timely manner and report corrective action to the DPW/Town

#### **GENERAL RESPONSIBILITIES:**

- Perform work in accordance with all federal, state and local laws rules and regulations and within mandated OSHA and MSDS standards.
- Represent the town in a professional manner at all times. Perform work assignments in a prompt, efficient and safe manner.
- Report all accidents, to self and /or property, as well as safety concerns to the DPW/Town within 2 hours of incident for non-emergencies. All emergency incidents must be reported immediately.
- Commitment to maintain a good working relationship with coworkers, other town officials and the general public.

**REQUIREMENTS-MINIMUM QUALIFICATIONS:**

- Ability to understand and follow written and oral instructions, communicate with others and work independently.
- Ability to operate transfer station mechanical equipment skillfully and safely.
- Ability to detect need for mechanical servicing of equipment and make minor repairs and adjustments as necessary.
- Knowledge and ability to follow all general safety procedures and practices.
- Knowledge of hazards and applicable safety rules and regulations in transfer station equipment operation.
- Ability to remain calm and deal courteously with public exhibiting exceptional customer service skills, especially when interacting with upset customers.
- Physically able to work in all types of weather conditions.
- Ability to manually lift objects weighing up to 50 pounds.
- Have appropriate hand, eye, and foot coordination to properly use equipment/tools.

**WORKING CONDITIONS:**

- Involves risks or discomforts, e.g. working around moving parts and equipment, which require some safety precautions and/or the use of protective safety equipment.
- May be exposed to hazardous materials.
- Requires working in outside environment.