Town of Old Saybrook, Connecticut
Position Description

Title: Transfer Station Operator
Rate: $26.54 - $29.38 per hour
30 hours per week

Department: Public Works

Date: July 2022
Wage Group: 8 Steps: 1 – 5

JOB SUMMARY: Supervises Transfer Station and Recycle Area. Performs skilled maintenance and equipment operation work. Admits and directs vehicles to transfer areas. Operates truck and equipment to move and cover materials in the Transfer Station and Recycle Area.

SUPERVISION RECEIVED: Receives general and functional supervision from the Public Works Director.

SUPERVISION EXERCISED: Subordinates as assigned by Public Works Director.

EXAMPLES OF PRIMARY DUTIES: (Note: This section is intended only as illustrations of work that may be performed. The omission of specific duties does not exclude them from the position if the work is related or a logical assignment.)

Receives oral instructions or work orders from Public Works Director. Plans work according to activity or standard procedure. Reports work accomplished orally to the Public Works Director.

Greets public and directs them to the transfer stations. Supervises the unloading, compacting and loading of solid wastes. Checks vehicles entering Transfer Station for residency or user authorization. Directs users to different sections of Station, such as waste disposal, tire or recycling stations.

Organizes and supervises the recycling of salvageable materials such as aluminum cans, glass and scrap metals. Utilizes knowledge of State and Federal environmental laws to prevent disposal of dangerous or caustic materials. Separates scrap metal and other salvageable materials from trash as time allows.

Operates equipment such as back-hoe, payloader, and compactor in receiving, loading, compacting and transferring waste.

Prepares equipment; services with fuel, lubricants and accessories as needed. Observes performance of equipment and reports any malfunctions or issues to supervisor including breakdowns and need for repair or replacement. Performs minor maintenance and repair of equipment and facilities.

Trains subordinates in transfer and recycling activities.

Follows all applicable safety procedures and regulations and wears protective clothing and equipment as necessary and required. Participates in training, including safety training, on a regular basis.
ADDITIONAL DUTIES:

Plows road and Transfer area as needed. Assists Highway Department (Public Works) when additional manpower is needed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

The skills and knowledge required would generally be acquired with the ability to operate heavy construction equipment; ability to operate Transfer Station equipment and a minimum of three (3) years of experience in landfill or transfer station work, including some supervisory experience. Mechanical repair skills such as those acquired with experience in a repair garage or completion of an automotive mechanical apprenticeship program are preferred.

Ability to operate trucks and other motor vehicles skillfully, safely and without abuse to the equipment.

Ability to recognize the need for vehicle repairs and maintenance. Ability to make mechanical repairs to vehicles and equipment.

Ability to apply common sense understanding to carry out written or oral instructions.

Ability to work independently and to provide lead supervision to assigned subordinates. Ability to work cooperatively and positively with Town personnel and the public.

Sufficient stamina, strength and physical health to perform strenuous labor and to lift and carry heavy objects. Ability to operate equipment requiring manual dexterity and mechanical aptitude.

Ability to work in poor weather conditions, including heat, cold, rain and snow.

LICENSES OR CERTIFICATES REQUIRED:

- Must have and maintain a Connecticut CDL
- Certification by Connecticut Department of Energy and Environmental Protection as Operator of Solid Waste Facility or willingness to obtain within 90 days of hiring.

SALARY/HOURS: This is a 30 hour per week position. It is a Wage Grade 8 hourly position under the collective bargaining agreement between the Town of Old Saybrook and Local 1303-278 of Council #4 (AFSCME).

Hiring is conditional upon successful completion of physical and background check.

TO APPLY: Please send completed town application (available online at www.oldsaybrookct.org) to Selectman’s Office: Carl P. Fortuna Jr., First Selectman, Town of Old Saybrook, 302 Main Street, Old Saybrook, CT 06475 or Carl.Fortuna@OldSaybrookCT.Gov.