

TRANSFER STATION MONITOR

Position specifications are intended to present a descriptive list of the range of duties to be performed. Specifications are not intended to reflect all duties performed within the position. The duties listed below 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 following position description does not constitute an employment agreement between the Town and the employee and is subject to change **by the Town as the needs of the town and requirements of the position change.***

Summary

Perform supervisory functions of the Petersham Transfer Station. Involves monitoring the solid waste and recycling materials at the transfer station. Performs under the general supervision of the Board of Selectmen.

Essential Duties and Responsibilities

Responsible for maintaining and improving the efficiency and effectiveness of the functions of the town's transfer station.

Various monitoring and custodial-type tasks including assurance that vehicles have a current sticker, bags have valid stickers, and materials being disposed are compliant with local and state regulations. Performs spot checks of closed bags as needed to monitor proper disposal and ensure that hazardous materials are not brought to the transfer station.

Opening and dosing of the transfer station. Provision of assistance to patrons of the transfer station as required.

Reports to the Board of Selectmen on existing or potential security or safety violations.

Maintains the transfer station in a neat and orderly condition including the pick-up and disposal of materials as necessary. Maintains good public relations.

Posts and distributes notices and informational materials concerning the transfer station and recycling.

Minimum Required Qualifications

Education/Training/Experience

High school graduation and any combination of two years of related experience preferred. Possession of a valid motor vehicle operator's license required. Some background with working with the public preferred.

Knowledge/Skill/Abilities

Special safety precautions and related training required.

Work Environment

The essential functions of this position are primarily performed outdoors and may occur under adverse weather conditions. The work environment is moderately noisy and includes some risks, with periodic exposure to harmful chemicals. Administrative work is performed in an office type environment.

ADA Special Requirements

The abilities 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.

Physical Ability

Required to sit, stand, walk, bend, reach, twist, squat, crouch, crawl, kneel, and smell. Frequent moderate to heavy physical effort required to perform regular duties. Must be able to access areas of varied terrain and frequently may be required to spend several hours walking or standing. Must be able to perform manual labor for extended periods of time. Tasks may involve some lifting, carrying, pushing and/or pulling objects and materials of moderate to heavy weight (up to 50 pounds or more).

Sensory Requirements

Must be able to communicate orally. Must be able to hear normal sounds, distinguish sound as voice patterns and communicate. Must be able to perceive and discriminate between visual cues and signals. Vision at or correctable to normal ranges. Must be able to detect odors.

Environmental Factors

Essential functions are regularly performed with exposure to adverse environmental and site conditions. Attendance at evening meetings, daytime meetings, and other appearances as required.

Affirmative Action/Equal Employment Opportunity

The Town of Petersham is an Equal Employment Opportunity/Affirmative Action Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town.

Town of Petersham - Employee Job Description