

TOWN OF SOMERS

Position Description

Title: Transfer Station Laborer
Department: Public Works
Reports To: Director / Deputy Director of Public Works;
Receives general direction from Transfer Station Operator.

Supervises: None
FLSA Status: Part-time, non-exempt
Bargaining Unit: N/A

Position Summary: Supports the operation of the Town Recycling and Transfer Station in compliance with state and federal health and environmental laws and regulations. Provides accurate, timely and high-quality service to all internal and external customers.

Major Job Duties:

Service: Works with the Transfer Station Operator and Maintainer to affect the transfer of solid wastes to third party waste handlers. Completes minor repairs and performs preventive maintenance to equipment and facilities. Greets public and directs them to disposal areas; provides assistance in the use of the transfer station as necessary. Operates vehicle scale. Collects fees in association with use of transfer station and disposal of certain large/bulky items. Keeps all station areas neat and clean. May operate heavy equipment if qualified to do so.

Teamwork/Coordination: Works cooperatively with department staff members in delivery of Transfer Station services to internal and external customers. Under the supervision of the Director / Deputy Director of Public Works. Works cooperatively with other department staff members to complete assignments.

Technical: Utilizes knowledge of state and federal environmental laws to prevent disposal of dangerous or caustic materials. Uses power and hand tools in general maintenance work. Performs minor repairs and preventative maintenance on facilities. Follows standard safety procedures and regulations.

Administrative: Reports tasks accomplished verbally or on written work order. Operates cash register. Maintains records of recycled materials, and user activity. Completes forms and logs as requested by Maintainer (s) and/or Director / Deputy Director. Completes service request for repairs and service on vehicles and equipment.

Qualifications:

- High School diploma.
- Three years increasingly responsible maintenance experience and experience in the safe operation of trucks and equipment.
- Proven ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Familiarity with the use, operation and maintenance of manual and powered hand tools.
- Clean driving record.
- Satisfactory pre-employment drug test.
- Certification by Connecticut Department of Environmental Protection as Operator of Solid Waste Facility, or ability to attain certification within 6 months of hire date.
- Current Driver's License.

Approved by:

Approved by:

Last Revision Date: 02/12

Deputy Dir. Public Works/on file

HR/on file

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Date:

Date:

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Physical Requirements: This position is one of physical labor primarily performed in field locations involving the operation of light and heavy hand and automotive equipment. The incumbent will be required to pass a pre-employment drug test and will be subject to random drug and alcohol testing throughout his/her employment. The incumbent must be able to:

- Stand, walk, lift, reach, bend and squat in the performance of job duties.
- Regularly work in field and job sites and tolerate exposure to dust and noise.
- Safely operate trucks and other motor vehicles.
- Sit for periods in excess of one hour while operating a heavy motor vehicle or tractor.
- Recognize and document the need for vehicle repairs and maintenance.
- Safely operate a variety of powered and manual hand tools and equipment requiring balance, manual dexterity and mechanical aptitude.
- Regularly lift and/or carry objects or materials weighing 25-50 pounds
- Demonstrate and maintain sufficient stamina and good health to perform strenuous physical labor.
- Apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Deal with problems involving a few concrete variables in or from standardized situations.
- Tolerate frequent exposure to extreme weather conditions including heat, cold, rain and snow for periods in excess of one hour.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

Approved by:

Dir. Public Works/on file

Date:

Approved by:

HR/on file

Date:

Last Revision Date: 02/10

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