

**TOWN OF COLUMBIA, CT**  
**TRANSFER STATION OPERATOR**

Department	Public Works
Reports to:	Director of Public Works
Supervises:	None
Position Status:	Non-Exempt
Salary Classification:	

**Position Summary/Purpose:**

The purposes of this position are to be responsible for the safe and efficient operation of the Transfer Station by clean areas, educating citizens on use of transfer station, and operating some equipment. An individual in this position is also expected to perform many different types of maintenance, and manual labor. The Transfer Station Operator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Essential Job Functions:**

*(The essential functions or 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.)*

- Monitors all users/residents using the Transfer Station
- Operation of the backhoe to pack materials down in roll-off to fill roll-off. Operate Trash & Recycling Compactors. Clean all areas of Transfer Station of debris. Check vehicles for proper sticker. Must work on Wednesday and Saturday
- Educate the public on locations of all trash and various recycling containers and explain the process and reason for separation. Report problems to Supervisor
- Directing cars to proper location and assisting those who need help with minor lifting of materials
- May use spill kit.
- Assists with preparing, maintaining and performing job site and work safety practices. Observes all OSHA requirements on work sites and in Public Works Garage. Conducts all work in a safe manner and all work safety practices are followed.
- Consistent on-site and on-time attendance is essential for this position.

**Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Continues training as needed and keeps current on safety procedures.

- Assists other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

Education, Training and Experience:

Must have a High School Diploma or GED with 6 months-1 year of experience with customer service and using a backhoe or other heavy equipment; specific experience with recycling or transfer station preferred; or any equivalent combination of education, experience and training

Special Requirements:

Transfer Station Operator's certificate to be obtain within one year of hire

Knowledge, Ability and Skill:

- Strong knowledge of transfer station operations and the rules and regulations
- Some knowledge of the safe practices of operating backhoe;
- Working knowledge of safety procedures for transfer station
- Ability to follow written and oral instructions;
- Ability of work as a team with others to accomplish smooth operation of transfer station;
- Ability to read and follow safety procedures;
- Ability to follow rules, regulations and procedures;
- Ability to communicate orally with users of the transfer station – good customer service skills
- Ability to handle physical labor and standing for the whole shift if necessary;
- Aptitude for working with people and maintaining effective working relationships with various groups.

**Job Environment:**

Work is performed at Transfer Station; usual noise levels are loud due to cars. Position entails being subject to exposure to hazardous substances or vehicle fumes; may be subject to vibration/jarring when driving backhoe; working near mechanical moving parts and exposed to electrical shock on occasion; may work in high precarious places on occasion. Work is performed out-of-doors in all weather conditions.

Requires the operation of compactors and backhoe. Also requires the operation of brooms and other cleaning equipment

Makes constant contacts with the general public to handle resident’s questions onsite and with other employees at Transfer Station. Communication is frequently in person

Errors in judgment or omissions could result in delays in service, rework, and injury to employees, personal injury, damage to town equipment and potential liability.

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in above roll offs		X		
Work with toxic or caustic chemical	X			
Work with car fumes or airborne particles				X
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration		X	X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting	X			
Talking & Hearing				X
Using hands/fingers to handle/Grip-for driving & broom		X		
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling	X			
Reaching with hands and arms – mostly driving			X	
Tasting or smelling	X			
Bending, pulling, pushing- related to manual labor			X	
Other-Driving – Backhoe			X	
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X

Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds (cement bag)	X			
Up to 100 pounds – with two people	X			
Over 100 pounds – with two people	X			

#### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)	X			

#### Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*