**Transfer Station Manager Job Description**  
**Town of Vassalboro, Maine**

**Nature of work:**  
This is practical work involving the operations and maintenance of the Town Solid Waste Transfer Station facility.

Employee of this class is responsible for the operation of the Transfer Station facility in accordance with State and local requirements, the maintenance of all operational records, assisting in the practical work at the station and dealing with rubbish haulers and waste disposal services. Work is performed under the general supervision of the Town Manager and Public Works Director in accordance with established procedures and routines. Work is reviewed through discussion and observation of results achieved.

**Essential Duties and Responsibilities (examples of work – illustrative only):**
Supervises the staff of the Transfer Station. Verify that patron is a resident of the Town of Vassalboro before trash disposal.

Maintains records of Station operation, and schedules delivery and removal of storage containers, and makes arrangements for final disposal all other refuse not in storage containers at the Transfer Station.

Prepares recyclable products for shipment which may include some lifting, and makes arrangements for removal and purchase of recyclable products.

Operates the Transfer Station equipment including the backhoe.

Directs citizens in the correct disposal of refuse materials.

Ensures all safety procedures are followed in the operation of the Transfer Station.

Performs routine maintenance on Transfer Station equipment.

Performs related work as required.

**Requirements of Work:**
Ability to maintain Transfer Station in accordance with rules and regulations.

Knowledge of the operation and maintenance of mechanical equipment together with the ability to make repairs and adjustments and to do necessary servicing work.

Ability to supervise and direct the work of other Transfer Station staff.

Knowledge of hazards and applicable safety rules and regulations in equipment operation.

Ability to operate equipment skillfully and safely.

Ability to detect need for mechanical servicing of equipment.

Ability to understand and carry out oral instructions and to work independently in the performance of routine duties.

Ability to establish and maintain level of professionalism and effective working relationships with the public and other Town employees and to communicate well with others.

Ability to maintain records of Station operation.

Responsible for daily cash receipts. Must be able to make change and must be bondable.

**Training and Experience Required:**
High school graduation, plus experience in the operation or maintenance of a Town Dump or Transfer Station; or any equivalent combination of experience and training. Experience in successful backhoe operation.