

CITY OF DURANT JOB DESCRIPTION

Title: **Transfer Station Operator**
Department: Public Works – Solid Waste
Reports To: Landfill Manager

FLSA Status: Non-exempt
Pay Grade: 3
Safety Sensitive

POSITION SUMMARY

This position is responsible for the operation of the Transfer Station; assisting with the disposal and transfer of refuse and debris.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

1. Opens and closes transfer station gates according to schedule.
2. Directs incoming vehicles to proper dumping areas.
3. Loads and unloads recyclable material to/from garbage truck
4. Loads, unloads and hauls equipment to and from various locations within facility.
5. Unloads trucks and removal of inappropriate items.
6. Maintains appropriate containers of materials for recycling, for example: newspapers, mixed
7. paper, cardboard, plastics and tin cans.
8. Receives and offloads containers shipments and reloads shipments being returned.
9. Keeps the tipping floor area orderly.
10. Logs incoming waste trucks and receives small individual loads from the public. Supervises separation of trash by users of the site.
11. Provides backup in the Scalehouse as needed.
12. Safely operates assigned equipment. Ensures proper traffic control and safety procedures and devices are available and used for traffic control as needed during collection activities.
13. Cleans, lubricates, and performs preventive maintenance or repair on equipment.
14. Reports maintenance and/or repair needs which require mechanic assistance.
15. Completes work orders, daily activity reports, inspection reports, and time sheets; maintains maintenance and service records/logs, and other pertinent information.
16. Responds to customer complaints and/or concerns. Advises supervisor(s) of complaints and/or concerns not resolved.
17. Cleans shop area, sweeps floors, replaces tools, maintains and repairs equipment and collects windblown refuse at the landfill and along roads.
18. Provides back up support and assistance to the department as needed.
19. Reports to work for after hour needs, as assigned.
20. Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES

1. Knowledge of safe and proper solid waste handling practices.
2. Knowledge of items banned from disposal in landfills.
3. Knowledge of what constitutes hazardous waste and yard waste.
4. Knowledge of traffic safety principles.
5. Ability and skill to drive and operate mobile equipment in a safe and proper manner.
6. Knowledge of operation and maintenance of assigned equipment and machinery.
7. Knowledge of, utility markings and clearances and rules for safe equipment operation in close proximity to underground and overhead utility facilities.
8. Knowledge of legal load limits for assigned equipment and vehicles.
9. Ability to operate assigned machinery and equipment skillfully and safely in close proximity to vehicular traffic.
10. Knowledge of Personal Protective Equipment.
11. Ability to understand and follow oral and written instructions.
12. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
13. Ability to understand and effectively carry out local policies and procedures; written instructions, general correspondence, and Federal, State, and local regulations.
14. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
15. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
16. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
17. Ability to define problems, exercise sound judgment, and address a variety of situations.
18. Ability to think quickly, maintain self-control, and adapt to stressful situations.
19. Ability to maintain professionalism at all times.
20. Ability to work as a member of a team.
21. Ability to establish and maintain effective working relationships with others.
22. Ability to perform mathematical calculations required of this position.
23. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.

- Work may be performed above or below ground, to include confined spaces per training.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Duties are performed daily both indoors and outdoors under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, and exhaust fumes.
- Subject to hazards from working around large moving equipment.
- Exposure to hazardous material, chemical waste, toxic waste, household waste, commercial waste, construction materials, debris, dead animals, yard waste, dust and other allergens from rock, dirt, and leaves. Handles hazardous materials.

MINIMUM REQUIRED QUALIFICATIONS

- High School Diploma/equivalent with one (1) year experience operating trucks and heavy equipment.

PREFERRED QUALIFICATIONS

OTHER REQUIREMENTS

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above 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 job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.