

TOWN OF OLD LYME BULKY WASTE OPERATOR

Position Summary/Purpose:

The purposes of this position are to be responsible under supervision for the safe and efficient operation of the Transfer Station and to assist public works with snow removal operations, and other projects as needed. An individual in this position is responsible for assisting the residents with placing materials into the appropriate bin and using heavy equipment to move, store and compact material recycled at the transfer station. The Bulky Waste 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 citizens and haulers bringing items to the Transfer Station – enforces Town regulations related to proper disposal of bulky waste and recyclables. Directs customers to appropriate section of transfer station depending on items. Explains recycling rules to citizens.
- Calls haulers to schedule pick up of roll-off dumpsters for bulky waste and recyclables.
- Drive/operate and grease and maintain backhoe for safe operations at Transfer Station including crushing recyclables in roll offs and moving and maintaining brush pile.
- Shovels and plows snow and spreads sand and salt on roads, sidewalks, parking lots, steps, etc.
- Loads and unloads heavy materials from vehicles as part of Transfer Station operations. Performs manual labor related to the lifting of large items to assist citizens who are making deliveries to the Transfer Station.
- Maintains landscaped areas of Transfer station and cleans up Transfer Station yard to maintain safe area.
- Maintains and performs job site and work safety practices. Performs all essential job functions in a safe manner, and reports all accidents immediately to their supervisor.
- Is subject to call-out to respond to emergencies after normal working hours – including working on Saturday.
- May monitors and weigh vehicles in accordance with regulations and collects fees and records fees and weights of materials in accordance with town procedures in the absence of the Transfer Station Operator.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues training; keeps current with transfer station certification

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

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a High School Diploma or GED with over 2 years of experience operating heavy equipment/backhoe; or any equivalent combination of education, experience and training

Special Requirements:

Must have and maintain: Valid CDL Driver's License.

Must have or obtain quickly: Transfer Station Certificate from CT DEEP – Training will be provided to employee.

Knowledge, Ability and Skill:

Demonstrated competence in the following areas:

Knowledge: Thorough knowledge of the safe practices of driving vehicles and heavy equipment; some knowledge of Transfer Station Operations; some knowledge of bulky waste and recycling laws; working knowledge of safety procedures for working at transfer station, working with hazardous materials, and working with mechanical equipment;

Ability: Ability to follow written and oral instructions; ability of work as a team with others to accomplish a project; ability to read and follow safety procedures; ability to work for long hours and perform physical labor if necessary; ability to understand policies and procedures; ability to establish and maintain effective working relationships with fellow employees and the public; ability to enforce regulations in a fair manner; ability to enter data into computer during supervisor's absence

Skill: Skill in using snow plow vehicle and backhoe; aptitude for working with people and maintaining effective working relationships with various groups; skill in using the above mentioned equipment; excellent customer service skills, some money collection skills

Supervision:

Supervision Scope: Performs a variety of physical and technical responsibilities requiring knowledge of department standard operating procedures; works independently and in combination with others; must exercise judgment on safety procedures and initiative to accomplish competent service delivery;

Supervision Received: Works under the general direction of the Transfer Station Operator and/or Superintendent of Public Works following technical standards, procedures and policies.

Supervision Given: None

Job Environment:

Work is performed at the Transfer Station and in field locations, including traffic; usually noise levels are loud. Position entails driving and may be subject to exposure to hazardous substances or materials; working near mechanical moving parts; may work in high precarious places on occasion. Work is performed out-of-doors in all weather conditions and occasional office work during supervisor's absence. Administrative work is performed in a moderately noisy transfer station office involving public contact, collection of funds, data entry into computer; position entails driving a snow plow.

Requires the operation of a light truck, snow plow, landscape equipment and backhoe. Requires the operation of telephone, personal computers, radio and other standard office equipment.

Makes constant contacts with the general public to handle resident's questions about regulations related to the Transfer Station. Has frequent contacts with haulers/vendors via phone or in-person conversations. Also has frequent contacts with fellow employees in the department or other town departments. Communication is frequently in person or by phone.