



**POSITION AVAILABLE**  
**Transfer Station – Equipment Operator**  
**Public Works Department**  
**Town of Colchester**

Seeking a full-time Equipment Operator for the Transfer Station division of Public Works. Ability to operate Transfer Station motorized and mechanical equipment and perform a wide variety of skilled and semi-skilled labor tasks to maintain and improve Town of Colchester Transfer Station. When the Transfer Station is not open; primarily assists Fleet Maintenance division in performing entry level preventative maintenance; or highway division performing roadway maintenance improvements, and winter snow and ice control operations are mandatory. Transfer Station weekly schedule is presently based upon a Tuesday through Saturday schedule, with the open operation of the Transfer Station presently occurring on Tuesdays and Saturdays.

Qualifications require ability to operate, service, and make minor repairs on light to heavy duty highway and construction equipment and possession of a valid Connecticut Class B operator's license and have passed CDL testing. Ability to pass State of Connecticut DEEP Transfer Station Operator Certificate within 6 months. The position will be 40 hours per week, Tuesday thru Saturday, plus applicable overtime. The position also serves as part of the Town's Snow and Ice control procedures with an assigned plow route.

Closing Date – Qualified individuals shall submit a Job Application with resume to the Office of the First Selectman's office, 127 Norwich Avenue, Colchester, CT 06415, by Friday, August 27, 2021 at 4:30 p.m. Requests for job descriptions and application can be made at the Selectman's office or via the Town's webpage at: [www.colchesterct.gov](http://www.colchesterct.gov). The Town of Colchester is an Equal Opportunity Employer.

Wage rate \$20.42 per hour (Grade 4-I Step 1) or as determined by bargaining unit contract or transfer provisions. The present contract is under negotiation.

Posted 10 August 2021

## JOB DESCRIPTION

Job Title: Transfer Station Equipment Operator  
Classification: Full Time (Non-Exempt)  
Supervises: Public works staff as directed

**Union, Essential**

Department: Public Works  
Reports to: Public Works Director  
Reviewed: March, 2021



### SUMMARY

All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department. Operate Transfer Station motorized and mechanical equipment and perform a wide variety of skilled and semi-skilled labor tasks to maintain and improve Town of Colchester Transfer Station. Assist other Public Works departments as necessary by performing a wide variety of skilled and semi-skilled labor tasks relative to the maintenance of Town roadways, vehicles and equipment, and buildings and grounds. Available to perform/assist as needed for natural or man-made emergencies.

### QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- A thorough knowledge of DEP regulations that pertain to transfer station operation
- Knowledge of recycling trends, markets, and State recycling goals, and willingness and desire to increase recycling activities through education and additional programs/services
- A general knowledge of tools, equipment, materials, and work methods and practices used in the operation of a municipal transfer station
- Ability to safely and legally operate vehicles and equipment used in assigned duties and to service and make minor repairs on light and heavy-duty highway and construction equipment
- A general knowledge of safety practices and requirements associated with operation of a municipal transfer station
- Computer literate.
- Outstanding customer services skills, including ability to receive criticism and respond in a professional manner.
- Good written and verbal communication skills.
- Ability to manage time effectively.
- Ability to work well independently and follow instructions.
- Ability to work effectively as a team.
- Ability to work in limited access areas, crawl on knees, carry equipment or materials up to approximately 75 pounds and on occasion up to approximately 100 pounds.
- Ability to meet the physical requirements of the job and perform the essential functions of the job with or without reasonable accommodations.
- Possession of a valid driver's license, with Class B CDL with tank endorsement.
- Shall be Connecticut Department of Environmental Protection Transfer Station Operator Certified, or able to obtain such within 6 months of being hired

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- Not less than one (1) year employment in the construction or public works field with Transfer Station and recycling experience, or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities
- High school diploma or equivalency.
- A physical and medical examination is a condition of employment after hire.

## **PHYSICAL REQUIREMENTS WITH OR WITHOUT A REASONABLE ACCOMMODATION**

## **MENTAL REQUIREMENTS WITH OR WITHOUT A REASONABLE ACCOMMODATION**

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

The following is an illustrative and non-exhaustive list of duties:

- Operate heavy equipment including backhoe and loader as they relate to transfer station operation and maintenance.
- Oversee transfer station and recycling station to ensure proper handling of municipal solid waste and recyclables.
- Assist TS Operator as necessary to measure weights or volumes as used in calculating disposal fees, and in operating register and collecting disposal fees.
- Responsible for overall policing of transfer station and landfill facility.
- Coordinates with TS Operator for removal/replacement of containers
- Perform snow and lawn maintenance
- Performs related work, as required
- Assists other Public Works Departments, as required
- Service at regular intervals and make small repairs to equipment including check oil, water, battery, tires, lights, antifreeze, and grease, wash, and clean equipment
- Comply with Town of Colchester Personnel Policies.

## **WORK ENVIRONMENT**

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies. All candidates for employment must submit to a criminal background check.

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## **SCHEDULE**

Hourly/full-time plus overtime as assigned/required.

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Employee Signature

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Date