



POSITION AVAILABLE
Transfer Station Operator
Public Works Department
Town of Colchester

Seeking a full-time Operator for the Town Transfer Station. Transfer Station Operator opens and closes the facility and has the majority of public contact. The Operator position responsible for disposal coordination, maintenance of records, fees, and daily, monthly, and quarterly reporting. Conducts/coordinates various waste management and recycling programs, and assists with other public works activities as needed. When the Transfer Station is not open to the public, the Transfer Station Operator shall be assigned to other divisions of the Public Works Department.

Qualifications required include strong customer service skills, organized paperwork, calculate fees, and maintain accounting practices. Knowledge of State of Connecticut DEEP regulations and be in possession, or be able to obtain, Transfer Station Operator Certification. 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 operators license and have passed CDL testing. The position will be 40 hours per week, Tuesdays through 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 should submit a Job Application with resume to the First Selectman's office, 127 Norwich Avenue, Colchester, Connecticut 06415 by Friday, May 15, 2020 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: <http://www.colchesterct.gov>
The Town of Colchester is an Equal Opportunity Employer.

Wage rate \$19.97 per hour (Grade 4-II Step 1) or as determined by bargaining unit contract transfer provisions.

Posted 29 April 2020



Town of Colchester Job Description

Public Works Department Transfer Station Operator

GLOBAL STATEMENT OF DUTIES: 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.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Coordinates waste disposal and recycling activities at the Town Transfer Station and for the Town of Colchester in general. Assists with other Public Works department activities as needed and assigned 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.

WORK HOURS: Hourly/full-time plus overtime as assigned/required

SUPERVISOR: Work under supervision of the Public Works Director, or their designated representative(s).

SUPERVISION: This position may supervise Transfer Station equipment operator or other public works staff as directed.

ESSENTIAL DUTIES:

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

1. Greet customers, directs traffic flow, and computes and collects disposal charges
2. Responsible for disposal records, fees collected, and maintains daily and monthly records
3. Balances accounts daily and monthly
4. Coordinates with TS Equipment Operator for removal/replacement of containers
5. Operates equipment as necessary to ensure efficient operation and orderly condition of facility
6. Performs general clean-up and policing of facility
7. Assists other Town departments in establishing and conducting recycling programs
8. Perform snow and lawn maintenance
9. Performs related work, as required
10. Assists other Public Works Departments, as required
11. Service at regular intervals and make small repairs to equipment including check oil, water, battery, tires, lights, antifreeze, and grease, wash, and clean equipment

12. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to organize paperwork, calculate fees, and maintain accounting records
2. Ability to work with computers and general knowledge of word processing and spreadsheet software.
3. A thorough knowledge of DEP regulations that pertain to transfer station operation
4. Ability to operate loader/backhoe
5. Knowledge of recycling trends, markets, and State recycling goals, and willingness and desire to increase recycling activities through education and additional programs/services
6. A general knowledge of tools, equipment, materials, and work methods and practices used in the operation of a municipal transfer station
7. 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
8. A general knowledge of safety practices and requirements associated with operation of a municipal transfer station
9. Computer literate.
10. Outstanding customer services skills, including ability to receive criticism and respond in a professional manner.
11. Good written and verbal communication skills.
12. Ability to manage time effectively.
13. Ability to work well independently and follow instructions.
14. Ability to work effectively as a team with others.
15. 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.
16. Ability to meet the physical requirements of the job and perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. Possession of a valid driver's license, with Class B CDL with tank endorsement.
2. Knowledge of basic mathematics and bookkeeping
3. Shall be Connecticut Department of Environmental Protection Transfer Station Operator Certified, or able to obtain such within 6 months of being hired
4. 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
5. High school diploma or equivalency.

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.

While performing the duties of this job, the employee is required to work in outside weather conditions. The noise level in the work environment is usually moderate.

A physical and medical examination is a condition of employment after hire.

Full-time; union; hourly; non-exempt

This job description is not all-inclusive and is subject to change by the First Selectman's office at any time.