

TRANSFER STATION MANAGER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for planning and managing the operation of a municipal transfer station and/or recycling center in a cost-effective and efficient manner in accordance with accepted State sanitation and Department of Conservation (DEC) regulations. The incumbent is responsible for the preparation or approval of work schedules, the training and direction of employees and the making of decisions regarding personnel and service levels. The work may also involve responsibility for the creation of operating procedures, the negotiation of contracts for solid waste removal and recycling materials based on current markets; and generating educational materials for patrons of the facility. The class differs from that of Transfer Station Supervisor or Operator in that the incumbent exercises a higher degree of decision-making responsibility. Work is performed under the general direction of a municipal board or official. Supervision is exercised over the work of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Manages and supervises the daily operations of a municipal transfer station and/or recycling center;

Oversees the overall maintenance of the facility, verifying that the site is in optimal condition, while keeping the facility conducive to recycling and solid waste disposal;

Supervises and may participate in the maintenance and repair of facility equipment;

Reviews the activities of the transfer station and/or recycling center to ensure that the daily expenditures are in accordance with approved budgetary guidelines;

Inspects physical condition of transfer station facilities and equipment and sets priorities for facility and equipment repair or replacement, if necessary;

Prepares and reviews employees work schedule and time sheets for payroll purposes;

Keeps current on the compliance standards and current transfer station and/or recycling laws and regulations making changes in operating procedures as necessary;

Trains staff in the identification of recyclable or hazardous materials and their proper disposal;

Provides educational information to users and the public on acceptable recycling and solid waste disposal methods;

Prepares reports for the NYS DEC, municipal officers and other regulatory agencies regarding transfer station/recycling center operations;

May administer and coordinate town-wide projects related to solid waste or recycling;

May negotiate contracts and agreements related to transfer station activities;

May be responsible for preparing and submitting operational budget;

May operate motorized equipment such as bulldozers, and front-end loaders to consolidate bulk materials;

May write grant applications.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the daily operations of a municipal transfer station and/or recycling center; working knowledge of the laws and requirements for the disposal of solid waste and recyclable materials; working knowledge of the marketing of recyclable materials; skill in the operation of heavy motor equipment; skill in performing minor mechanical repairs to motorized equipment; ability to plan, organize and supervise the work of others; ability to communicate to and secure the cooperation of others; ability to prepare written and oral reports; willingness to work under adverse conditions; dependability; honesty; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five (5) years of work experience in a recycling center and/or transfer station, three (3) years of which must have been in a supervisory capacity.

Note: At time of appointment and throughout employment in this title, the incumbent must possess and maintain a valid New York State driver's license appropriate to the vehicles operated.

ULSTER COUNTY
7403 TRNSF ST M
Classification: Competitive
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Adopted: October 20, 2005