

## **TRANSFER STATION OPERATOR (RRA)**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for the performance of routine tasks involved with the operation and maintenance of a transfer station for the Ulster County Resource Recovery Agency. The work is carried out in accordance with established procedures and involves tasks related to directing patrons of the facility to the appropriate area for the placement of recyclables and solid wastes. The employee is responsible for collection of fees and the safe and proper handling of receipts and the generation of daily account logs. The class differs from that of Transfer Station Laborer (RRA) in that the incumbent in this position may also be responsible for the operation of heavy equipment such as bulldozers or front-end loaders to consolidate bulk materials. Supervision is limited to providing general oversight over lower level employees to assure that scheduling is appropriate to cover acceptable level of service. 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.

Performs routine tasks to assist in the daily operation of the Ulster County Resource Recovery Agency;

Directs patrons in the proper disposal of acceptable materials and to the appropriate drop-off areas;

Assists in the opening and closing preparations of the facility;

Maintains the facility in orderly condition, while keeping the facility conducive to recycling and solid waste disposal;

Provides pertinent information to patrons regarding acceptable recycling and solid waste disposal methods;

Checks permits to assure that all users are authorized to use the facility;

Collects user fees for the items and materials deposited;

Inspects loads to assure compliance with solid waste and hazardous materials laws;

Directs the activities of the Transfer Station Laborers (RRA);

Prepares recyclable materials for the market by assuring that loads are not contaminated with items that would reduce the market value of the material;

Generates reports on a daily and monthly basis for weights of material processed by material type and fees collected;

May perform maintenance and minor repairs on transfer station equipment;

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

ULSTER COUNTY  
7406 TRN ST RRA  
Classification: Exempt  
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Adopted: November 3, 2005