

Windham Solid Waste Management District

TRANSFER STATION AND COMPOST FACILITY OPERATOR

POSITION DESCRIPTION

POSITION SUMMARY: The Transfer Station and Compost Facility Operator is responsible for all aspects of the operation of the Transfer Station including greeting customers, weighing incoming and outgoing vehicles, and assisting customers with utilizing the transfer station and recycling facilities. The operator is expected to properly organize and store all materials and oversee the maintenance program for all Windham Solid Waste Management District (the "District") equipment. In addition, the operator is responsible for the compost facility, including but not limited to loading, mixing, and moving product, temperature monitoring, and final screening. Weekly monitoring of methane gas wells, and assistance with semi-annual ground water monitoring well samples are also required. The operator is expected to prepare reports as required.

This position may be held by two or more employees to provide sufficient staffing. The person in the position reports directly to the Executive Director.

ESSENTIAL DUTIES & RESPONSIBILITIES:

This position requires the employee(s) to:

- 1) Answer public inquiries and provide general information about the District's facilities and programs.
- 2) Demonstrate courtesy and tact when interacting with the public and work cooperatively with other operations on the property.
- 3) Operate the scale software, provide receipts to customers, record all transactions, and deposit daily receipts at bank.
- 4) Prepare regular facility reports as required and submit to Executive Director for review.
- 5) Assist the Executive Director in preparing reports required by state and federal regulations.
- 6) Inspect each load of materials to determine proper fees and disposal location.
- 7) Operate trash compactor.
- 8) Bale cardboard and schedule pick ups.
- 9) Manage the composting facility, duties of which include the following: inspecting and mixing incoming compost loads, turning compost piles as required and recording date,

monitoring, and recording compost pile temperatures, overseeing and assisting compost screening process, coordinating wholesale and retail compost operations.

- 10) Schedule the collection of all waste and materials generated at the Transfer Station.
- 11) Prepare, organize, and package special wastes, including oil filters, paint, electronics, sharps, and other materials as required, utilizing appropriate equipment to do so.
- 12) Assist customers with processing universal waste into proper containment units, collect and package universal waste for proper disposal.
- 13) Maintain buildings and grounds in a clean and litter-free condition.
- 14) Plow and shovel snow, and sand roadways and parking lot as needed.
- 15) Schedule, coordinate, and perform regular maintenance for all equipment, including record keeping documentation, and schedule and coordinate service as required, following approval by Executive Director.
- 16) Conduct testing of methane gas monitoring wells using a handheld instrument and submit required reports.
- 17) Assist consultants with collecting water samples from groundwater monitoring wells.
- 18) Adhere to District safety policies and programs.
- 19) Coordinate activities with other members of the team.
- 20) Perform other work as directed.

JOB SPECIFICATIONS:

- 1) Education/Experience: High school education or GED. Weighmaster's license.
- 2) HazWoper 24 or 40 hour certification, or ability to obtain certification.
- 3) Vermont Compost Facility Operator Certification
- 4) Knowledge, Abilities, and Skills:
 - a) Effectively communicate with the public.
 - b) Educate customers regarding acceptable materials and preparation of materials.
 - c) Function under pressure while maintaining a helpful attitude.
 - d) Work independently.
 - e) Operate general office equipment and possess basic computer knowledge.
 - f) Possess working knowledge of all aspects of vehicle equipment and maintenance.
 - g) Ability to lift 50 pounds and organize heavy, bulky items.
 - h) Ability to weld, paint, and sandblast equipment is desirable.

WORKING CONDITIONS: Scale-house office, as well as outside in all types of weather conditions. Requires frequent moderate physical effort, walking and standing some of the time.

HOURS: This is a regular position that may be part-time or full-time. There may be occasional overtime hours required, including weekends.

BENEFITS: Employee benefits as per the District Personnel Policy.

CLASSIFICATION: Hourly, non-exempt.

SUPERVISOR: Executive Director

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and abilities required to perform this job.

Transfer station /Compost/Yard Operations
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