

Windham Solid Waste Management District

TRANSFER STATION WORKING FOREMAN

POSITION DESCRIPTION

POSITION SUMMARY: The Transfer Station Working Foreman is a working operator of the Transfer Station and Compost Facility. As Foreman, this position also supervises other operators and coordinates their work to meet the goals of the District. The Foreman reports directly to the Executive Director, and works in coordination with the Programs Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Supervise and oversee the operations of the Transfer Station and Compost Facility in accordance with District operating procedures and under the direction of the Executive Director;
- Perform duties outlined in the job description of Transfer Station and Compost Facility Operator (see attached);
- Oversee compost facility operations, compost pile monitoring and recording, and compost testing;
- Train, assign duties, schedule work hours, and monitor overtime and job performance for all Transfer Station & Compost Facility Operators;
- Interpret, implement, and enforce all policies associated with transfer station operations and acceptance of materials;
- Serve as a member of the District Health and Safety Committee and assist Executive Director and safety officer in enforcing and monitoring transfer station employees' compliance with District environmental health and safety plans and procedures;
- Evaluate job performance for all Transfer Station & Compost Facility Operators with the Executive Director;
- Maintain an office space with a filing system and a District-assigned computer;
- Coordinate special programs implementation in conjunction with the Programs Manager;
- Assist Programs Manager and Executive Director in oversight of the HHW Depot;
- Assist Executive Director with compost marketing;
- Develop and maintain maintenance schedules and records for all equipment;
- Establish and maintain organized tool storage areas and inventories;
- Direct operational aspects of facility-related projects;
- Budget development and monitoring in conjunction with the Executive Director and Finance Manager for items relating to transfer station operations;
- Research and make recommendations for capital equipment purchases;
- Submit requests for purchases of transfer station items and services to Executive Director and Finance Manager in accordance with the purchasing policy of the District;
- Prepare and submit quarterly materials reports to the Vermont Agency of Natural Resources using Re-TRAC with oversight of Executive Director;
- Other duties as assigned by the Executive Director.

JOB SPECIFICATIONS:

1. Education/Experience: High school education or GED;
2. At least two years of demonstrated supervisory skills and responsibility;
3. Sound decision-making ability;
4. Ability to function under pressure while maintaining a helpful attitude;
5. Ability to assist Transfer Station customers and to resolve conflicts in an efficient and courteous manner;
6. Licenses/Training—have or have ability to obtain:
 - a. Weighmaster’s license
 - b. OSHA HAZWOPER 24 or 40 hour certification
 - c. Vermont Compost Facility Operator Certification
 - d. CDL or ability to obtain CDL after one year of employment
7. Relevant work experience with mechanical, electrical, and hydraulic equipment;
8. Relevant work experience with general office equipment;
9. Knowledge of safety and hazardous materials rules and regulations;
10. Ability to run the District’s scale software system on the computer and troubleshoot as necessary;
11. Ability to lift 50 pounds and organize heavy, bulky items.

WORKING CONDITIONS: Scale-house office, inside industrial Materials Recycling Facility plant, as well as outside in all types of weather conditions. Requires frequent moderate physical effort, walking and standing some of the time; getting in and out of heavy equipment.

HOURS: This position is permanent. It may be part-time or full-time. There may be occasional overtime hours required, including Saturdays.

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 Working Foreman
Created by Executive Director 8/11/2022

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 is also required. The operator is expected to prepare reports as required.

This position may be held by two or more employees in order 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.
- 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.