

To Apply: Application and/or resume to Matt Burnham, Public Works Director (mburnham@winthropmaine.org) or 17 Highland Ave Winthrop, 04364. Application review will begin February 3 and continue until the position is filled.

Town of Winthrop
Job Description

Job Title: Transfer Station Supervisor
Department: Public Works

GENERAL SUMMARY

The Transfer Station Supervisor provides practical work supervising the operations of the Town's Transfer Station. Work involves supervision of employees and the management and operation of the Transfer Station facility, record keeping, and maintenance of equipment, and assisting the citizens of Winthrop in the collection and disposal of municipal solid waste. Significant public contact is required with this position. The Transfer Station Supervisor works under the direction of the Public Works Director.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

As Transfer Station manager for the Town of Winthrop:

- Supervises Transfer Station staff
- Assists with reviews employee performance and works with director on evaluations, hiring and disciplinary matters of employees.
- Assists the Public Works Director with various administrative activities as necessary.
- Oversees work to ensure conformance with specifications and standards, and makes necessary adjustments.
- Insures that all who use Transfer Station show current permit (sticker)
- Maintains a record of operations, including but not limited to: number of customers per day, daily receipts of fees, recyclable waste removed
- Maximizes recycling rates, minimizes costs of disposal for all waste streams
- Operates Transfer Station equipment
- Makes arrangements for removal of demolition debris, metals, other recyclable waste
- Directs citizens in the correct removal of waste materials
- Insures correct calculation/ levy of fees in accordance with Town adopted schedule
- Insures correct separation/ disposal of wood waste

- Insures operations are in accordance with Transfer Station Operating Manual as approved by the Maine Department of Environmental Protection
- Maintains Transfer Station in a neat and orderly fashion
- Performs minor maintenance on Transfer Station equipment

KNOWLEDGE/ ABILITIES/ SKILLS REQUIRED

- Knowledge of State solid waste rules
- Ability to apply local Transfer Station Operations Manual to everyday operation of Transfer Station
- Possess good public relations skills
- Possess good organizational skills
- Possess good math skills, ability to calculate complex transactions

EDUCATION AND EXPERIENCE

- High School Diploma from an accredited high school is preferred, GED required
- Previous municipal transfer station experience preferred

PHYSICAL REQUIREMENTS

Motor/ Physical Activity	Frequency
Bracing or Balancing	Repeatedly
Walking or Running	Repeatedly
Sitting	Repeatedly
Speaking or listening (detecting sounds)	Repeatedly
Using feet or hands to grip, hold, push, climb	Repeatedly
Bending, stooping, or kneeling	Repeatedly
Inhaling, sniffing, smelling, tasting	Repeatedly

WORKING CONDITIONS

Outdoor working conditions, some office work

Amount of Weight Lifted	Frequency
Up to 15 pounds	Repeatedly
16 to 30 pounds	Repeatedly

ADVERSE WORKING CONDITIONS

Adverse Working Conditions	Frequency
Wet, Extreme Humidity	Repeatedly
Smoke, Fumes, Dust	Repeatedly
Intense Light	Repeatedly
Near Total Darkness	Repeatedly
Tight or confined spaces	Occasionally
Ladders, scaffolding, extreme heights	Occasionally

Hazardous Materials	Periodically
Shaking, rocking, vibrating equipment	Repeatedly
Intense cold, frost	Repeatedly
Intense heat	Repeatedly
Exposures to shock or explosion	Never

TOOLS AND EQUIPMENT

Backhoe, skid steer, other small construction trade tools

SIGHT REQUIREMENTS

Ability to see permit stickers attached to vehicle windshields at moderate distances

OTHER PHYSICAL DEMANDS NOT LISTED

Ability to walk up and down stairs repeatedly during 8 hour shift

NOISE LEVELS EXPERIENCED IN THIS POSITION

Variable noise depending on business

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required