

TOWN OF SOMERS

Position Description

**Title: Transfer Station Coordinator/
Maintainer**
Department: Public Works
Reports To: Director of Public Works

Supervises: None
FLSA Status: Full-time, non-exempt
Bargaining Unit: N/A

Position Summary: Coordinates work and staff scheduling for operation of the town recycling and transfer center. Operates heavy equipment and performs skilled maintenance and equipment operation work. Provides accurate, timely and high-quality service to all internal and external customers.

Major Job Duties:

Service – Operates heavy equipment for the spreading, compacting and covering of solid wastes, and the transfer of solid wastes to third party waste handlers. Utilizes knowledge of state and federal environmental laws to prevent disposal of dangerous or caustic materials. Completes minor repairs and performs preventive maintenance to equipment and facilities. May operate snowplows and sanders to keep roads clear during peak demand periods

Teamwork/Coordination - Works cooperatively with department staff members in delivery of public works services to internal and external customers. Under the supervision of the Director of Public Works and in cooperation with the Public Works, Highway, and Parks Maintenance coordinators:

- prioritize, schedule and coordinate daily work assignments to laborers and operator;
- periodically, during the work day/week review work in progress and adjust priorities and work assignments as necessary;
- apprise the Director of Public Works of the progress.

Works cooperatively with other departments to maintain transfer station, town roads, fields, park grounds, park facilities, buildings and properties. Coordinates major equipment repair work with Mechanic. Provides constructive input to the Public Works department staff discussions and actively participates in group issue identification and resolution.

Technical – Prepares vehicle and auxiliary equipment. Services vehicle and equipment with fuel, lubricants, and accessories. Makes routine safety check before and after operating vehicle and equipment. Operates loader and dump truck to keep the recycling and transfer center clean and neat, and to affect the transfer of solid wastes and recyclables to third party waste handlers. Observes performance of vehicle and equipment and reports malfunctions to Mechanic. Use and power and hand tools in general maintenance work. Performs minor repairs and preventative maintenance on heavy equipment/vehicles. Assists Mechanic in major vehicle or equipment repairs. Follows standard safety procedures and regulations.

Administrative – Provides input to Public Works Director for development of annual budget. Reports tasks accomplished verbally or on written work order. Completes forms and logs as requested by coordinator(s) and/or Director.

Qualifications:

- High School diploma.

Approved by:

Approved by:

Last Revision Date: 10/08

Dir. Public Works/on file

HR/on file

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Position Description

- Five years increasingly responsible maintenance experience, including supervision/coordination/oversight of others, and experience in the safe operation of trucks and equipment.
- Proven ability to plan, organize and oversee seasonal maintenance programs as well as emergency response programs.
- Proven knowledge in the operation, repair and maintenance of motor vehicles, heavy equipment and other mechanical equipment.
- Familiarity with the use, operation and maintenance of manual and powered hand tools.
- Strong interpersonal skills and effective communication skills.
- Clean driving record.
- Satisfactory pre-employment drug test.
- Commercial Driver's License

Physical Requirements: This position is one of physical labor primarily performed in field locations involving the operation of light and heavy hand and automotive equipment. The incumbent will be required to pass a pre-employment drug test and will be subject to random drug and alcohol testing throughout his/her employment. The incumbent must be able to:

- Stand, walk, lift, reach, bend and squat in the performance of job duties.
- Regularly work in field and job sites and tolerate exposure to dust and noise.
- Safely operate trucks and other motor vehicles.
- Sit for periods in excess of one hour while operating a heavy motor vehicle or tractor.
- Recognize the need for vehicle repairs and maintenance.
- Safely operate a variety of powered and manual hand tools and equipment requiring balance, manual dexterity and mechanical aptitude.
- Regularly lift and/or carry objects or materials weighing 25-50 pounds
- Demonstrate and maintain sufficient stamina and good health to perform strenuous physical labor.
- Apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Deal with problems involving a few concrete variables in or from standardized situations.
- Tolerate frequent exposure to extreme weather conditions including heat, cold, rain and snow for periods in excess of one hour.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

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