

## Middletown, CT Job Description

<b>Classification Title</b>	Transfer Station Operator
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### **PURPOSE OF POSITION**

The purpose of this position is to oversee daily operations of Recycling Center. Assists and directs patrons in proper disposal methods. operate highly complex heavy equipment in completing City construction, repair and maintenance projects, to act as foremen by oversee the work of other personnel and work crews and to ensure compliance with safety procedures and requirements. The work is performed under the direction of the Superintendent of Streets and Sanitation.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- ~~Operates and performs minor maintenance on a variety of heavy construction vehicles and equipment in the construction, maintenance and repair of City real property, streets and bridges. Oversees performance of equipment and reports malfunctions to supervisor. Works with vendors, residents and small business regarding recycling and disposable waste. Assists and educates patrons in proper disposable rules and regulations. Handles and resolves various issues.~~
- ~~Oversees the work of other personnel and work crews; performs the duties of the Superintendent/Assistant Superintendent in his absence; acts as competent person on work site; ensures compliance with all applicable safety procedures and requirements. Supervises operations in laying pipe, leaf collection and roadwork. Manages Recycling Center operations. Opens and closes facility. Supervises Recycling Center staff.~~
- ~~Plans and organizes road construction and site preparation work from job orders; estimates materials and labor costs for each project. Stakes markouts from surveyor maps and public utility charts. Collaborates with Recycling Coordinator, Superintendent of Streets and Director of Public Works. Attends formal and informal professional training.~~
- ~~Supervises and oversees operations at landfill and recycling sites; identifies hazardous waste; removes refrigerant from refrigerators and air conditioners;~~

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~~separates recyclables and tires from waste; grinds and loads waste and mattresses; oversees brush chipping operations. Operates the credit card system at the landfill site. Oversees and assists with recycling of Freon from refrigerant components.~~

- ~~Weighs and records materials arriving or departing the facilities. Loads and weighs containers for transportation. Operates scales to weigh vehicles and materials.~~
- ~~Coordinates equipment repairs and maintenance. Coordinates the scheduling of special pickups such as Second Time Around for electronics recyclables, propane gas cylinders, oil and antifreeze pickups and Goodwill for clothing pickup. Coordinates deliveries for fuel and heating oil. Assists in administering snow and ice removal.~~
- ~~Instructs and informs commercial companies, residents and small business on disposable rules and regulations at the recycling center. Coordinates equipment repairs and maintenance. Performs basic maintenance on pay loader.~~
- ~~Responds to call-ins from police and fire departments and from the public regarding fires, theft, and alarms.~~
- ~~Delivers materials and equipment to job sites. Assists with snow and ice removal and control operations.~~
- ~~Performs manual labor as required.~~
- Perform other related duties as assigned.

### **MINIMUM JOB QUALIFICATIONS**

#### **Education and Experience**

~~High school diploma or equivalent and at least five years of heavy equipment operation experience, at least three years of experience in operation and maintenance of a recycling center and at least two years of experience providing work direction to others. with vocational/technical training and five years of progressively responsible heavy equipment operation experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

#### **Other**

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- Position requires a Class A Commercial Driver's License ~~and, State Landfill Certification, State Recycling and Solid Waste Transfer Station Operator Certification, Confined Space Certification and State Weights and Measures certification.~~

### **PREFERRED QUALIFICATIONS**

State Weights and Measures certification.

### **KNOWLEDGE, SKILLS, and ABILITIES**

- ~~Requires the ability to perform mid-level of data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.~~
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, blueprints, job orders, architectural drawings, diagrams, maps, logs, confined space permits, maintenance manuals, correspondence and general operating manuals.
- ~~Requires the ability to communicate orally and in writing with the Superintendent and all division personnel, other City departments, engineers, surveyors, contractors and the public.~~Knowledge of Environmental Laws
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.~~Knowledge of city policies and procedures regarding personnel
- Knowledge of EPA regulations for removal of refrigerants
- Ability to operate heavy and light equipment and tools
- Knowledge of basic vehicle inspection and maintenance
- Ability to supervise and evaluate employees
- Ability to Prioritize and assign work
- Knowledge in Training, orienting, and managinge personnel

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- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Handle common inquiries or complaints
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- ~~Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.~~
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

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### PHYSICAL REQUIREMENTS

- ~~• Requires the ability to operate equipment and machinery such as complex heavy equipment and vehicles, saws, compactors, hydraulic and pneumatic tools requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to repair complex equipment and machinery.~~
- ~~• Ability to coordinate eyes, hands, feet and limbs in performing highly skilled movements such as operating complex equipment.~~
- ~~• Tasks involve the ability to exert regular and sustained heavy physical effort with an emphasis on climbing and balancing which also involves stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds; and may occasionally involve objects and materials up to 100 pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### WORKING CONDITIONS

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ~~• Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors may cause discomfort and where there is a risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

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*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/17/15
<b>Dates revised</b>	