

## TRANSFER STATION MANAGER

Code No: 3-18-358  
Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This position in a Town Public Works Department is responsible for managing Transfer Stations and Compost Site operations. The employee reports directly to and works under the general supervision of Senior Labor Foreman. General supervision is exercised over lower level work crews. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other activities may be performed although not listed.)

Manages the Town's Transfer Station and Compost Site operations including leaf, bush and construction material disposal;

Oversees the inspection and permit processing of the Town's refuse haulers;

Monitors and assures all Department of Environmental Conservation requirements are met and prepares activities reports;

Records water table wells;

Supervises and manages Town's waste reduction operations;

Operates and maintains heavy equipment;

Coordinates residents' requests for delivery of compost and recycle materials;

Supervises various work crews as needed.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the practices, equipment and regulation involved in the operations and maintenance of a transfer station; good knowledge of applicable laws and regulations regarding transfer station operations; supervisory skill; good record keeping skills; ability to operate and maintain heavy equipment; ability to communicate effectively; ability to establish and maintain effective working relationships; ability to prepare reports; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus three (3) years paid full-time or its part-time equivalent experience in a public highway department responsible for the operation and maintenance of heavy equipment.

**SPECIAL REQUIREMENT:** Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

### **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 9, 1997