

**ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**

**We value and expect excellent customer service as well as teamwork and cooperation among all employees.**

**MISSION STATEMENT**

*(adopted by Board of Supervisors, January 1996)*

The Addison County Solid Waste Management District is a union municipality that exists to cooperatively and comprehensively address the solid waste management interests of its member municipalities. The mission of the District is to:

- ♦ promote waste reduction and pollution prevention;
- ♦ maximize diversion of wastes through reuse, recycling, and composting;
- ♦ provide for the disposal of remaining wastes; and
- ♦ seek environmentally sound and cost-effective solutions in all of its programs, services, and facilities.

**Job Description****TRANSFER STATION OPERATOR II (HHW)****Grade Level 4**

**REPORTS TO:** Program Manager and Facilities Manager

**BASIC FUNCTION:** The major function of this position will be working with household hazardous waste and VSQG hazardous waste in the HazWaste Center, and Universal Waste in the customer drop-off area ("Drop Zone") under the general supervision of the Program Manager. Additional functions include operating and maintaining the District Solid Waste Transfer Station in Middlebury, VT and associated trailers, containers and equipment under general supervision of the Facilities Manager (or his/her designee).

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Manage household hazardous waste and small-business generated hazardous waste within the parameters of training;
- Supervise and oversee the unloading of municipal solid waste (MSW), construction & demolition waste (C&D), universal waste, used motor oil, appliances, batteries, electronics, leaf & yard waste, clean wood, bulky items, and other materials accepted at the Transfer Station from licensed commercial haulers and residents/businesses of the District in accordance with District policies and operating procedures;
- Conduct visual and random inspections of solid waste;
- Provide the public with information about Transfer Station procedures, charges and options for solid waste services in a courteous and efficient manner;
- Attend training sessions offered and/or required by the District;
- Operate a stationary hydraulic compactor for loading recyclables into trailers for offsite transport;
- Operate tractor truck or yard jockey to connect and disconnect transfer trailers as needed onsite during normal operations of facility;
- Operate backhoe, forklift and wheel loader to assist in clean-up and movement of solid waste onsite as appropriate;

- Keep the office and site clean and orderly, including sweeping, raking, snow shoveling, picking up litter, and the like;
- Open, close and secure the facility during each day of operation in coordination with the Transfer Station Supervisor;
- Operate weigh scale and computer, and accept payment from customers, ensuring that the correct amount is charged;
- Perform other Transfer Station operation tasks as needed and as assigned by Transfer Station Supervisor, designee, or the District Manager.

**SUPERVISION RECEIVED:**

Direct supervision is received from the Facilities Manager who reports to the District Manager. Direct supervision is received from the Program Manager within the HazWaste Center. The District Manager oversees all personnel functions, such as performance evaluations, promotions, wage adjustments, and disciplinary actions.

**SUPERVISION PROVIDED:**

None.

**MINIMUM QUALIFICATIONS:**

- Education -- High school diploma or equivalent, as well as reading skills (with the ability to read chemical labels), communication skills, math aptitude, and familiarity with computers;
- Ability to meet all Federal Motor Carrier Safety (FMCS) requirements, and possession of a clean driving record;
- Must have CDL endorsement, or ability to obtain within the six-month probation period;
- Ability to work four weekdays, 6:45 am (6:30 am, if needed, for snow plowing in winter) – 3:15 pm, and Sats, 7:45 am – 1:15 pm, with occasional overtime as needed.
- Hazardous Materials: Minimum 24-hour HAZWOPER and RCRA training, or capability of being trained;
- Capability of being medically cleared and fit-tested for respirator use;
- Ability to wear a safety harness system;
- Ability to be trained in and obtain a complete understanding, adherence and commitment to the District safety program;
- Ability to operate heavy equipment (backhoe, wheel loader, forklift), and drive a box truck and tractor truck or yard jockey to move trailers onsite only;
- Ability to learn the District's scale software system on the computer, make change, and record the types and amounts of waste across the scales, as well as obtaining a VT Weighmaster's License;
- Relevant work experience with mechanical, electrical and hydraulic equipment;
- Physical ability to do heavy lifting and other sustained physical labor, ability to lift up to 50 lbs;
- Ability to assist Transfer Station customers in an efficient and courteous manner.