

Town of Tamworth, New Hampshire
84 Main Street
Tamworth, NH 03886
(603) 323-7525

Position Title:	Transfer Station Supervisor
Classification:	Hourly, 35-40 hours per week
Schedule:	Weekends + 3 other days as needed
Pay Grade:	\$23-\$28 an hour Based on Experience + Full time Benefits and Paid Time Off

JOB SUMMARY

To oversee the operations of the Transfer Station, including managing staff, negotiating contracts, filing reports, ensuring proper maintenance of the facility and all related equipment, work with the Select Board on policy. This is a full-time hourly position - with 35 -40 hours per week and comes with paid time off and benefits per the Town of Tamworth Personnel Policy.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

Activities are conducted with considerable operational independence under the general supervision of the Tamworth Select Board, who evaluates work by observation and response from the public.

Department heads are accountable for the effective and efficient management of work to achieve goals and objectives. They receive guidance in the form of approval/denial on matters of policy, or objectives from the Select Board.

The Supervisor sets the overall objectives with resources available. In some assignments, the Supervisor determines the approach to be taken and the methodology to be used. The Supervisor keeps the Select Board informed of progress, potentially controversial matters, or far-reaching implications.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position)

ESSENTIAL DUTIES:

1. Be available to assist residents during open hours. Monitoring permit stickers so that only residents are using the Transfer Station.
2. Collect and sort recyclable materials and monitor the dumpster including disposal of trash and recyclables. Monitor all the containers and compactors used to ensure that items are placed in the proper containers and unacceptable are not left at the transfer station.
3. Foster a positive relationship with vendors and other transfer stations.
4. Collect disposal fees and balance cash receipts; submit daily to the Town Administrator or Business Officer. The Town offices will be used for this task.

5. Submit a bi-weekly time sheet along with an account of mileage when applicable. Approve timesheets for part-time employees.
6. Maintain a safe & clean environment for both employees and residents which includes raking, sweeping, plowing snow, and sanding as needed.
7. Establishes policies and procedures for department operation and organization through standard operating guidelines in accordance with State and federal law.
8. Prepare NHDES Annual Facilities Report for the Town Administrator's signature and submission and the NHDES Operating Plan for the Transfer Station and the Recycling Center and any other reports requested or required.
9. Prepare a yearly Transfer Station Summary for the Town Annual Report.
10. Prepares, presents, justifies, and monitors the department budget.
11. Assures that all department personnel are properly trained, certified and licensed.
12. Attends training and meetings to stay informed on current trends in the field and to maintain licensure and certifications.
13. Maintain and perform minor repairs of buildings, equipment and facilities including grounds.
14. Participates in emergency management activities.
15. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Position requires NHDES Principal Operator Certification which can be obtained after hiring.
2. Knowledge of State laws.
3. Skill in management, supervision, financial and public relations.
4. Skill in problem solving and implementing change.
5. Ability to prepare and present effectively, oral and written material relating to the activities of the department including statistical reports.
6. Ability to maintain effective working relationships with other Town officials, state and federal authorities and the public.
7. Ability to use personal computers, the internet, and other appropriate resources to achieve cost savings, waste reduction and recycling goals to benefit the people of Tamworth.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

Strenuous physical effort demanded in heavy lifting and carrying (up to 50 lbs.) and in performing work, in varying weather conditions with exposure to dirt, dust, grease, refuse, household garbage and other disagreeable materials, as well as herbicides, pesticides, fuels, solvents and other fluids. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to stand for extended periods of time, stoop, bend; constant use hands to finger, handle, and feel objects; frequent reaching with hands and arms. Bloodborne pathogen classification IIA.