



Town of Bristol, Highway Dept.
100 Ayers Island Road
Bristol, NH 03222
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townofbristolnh.org
(603) 744-2441

JOB TITLE: Transfer Station Lead Attendant

DEPARTMENT: Transfer Station

STATUS: Part-Time, Non-Exempt

GRADE: 10

JOB SUMMARY: Manages the disposal of solid waste and recyclables.

MAJOR DUTIES:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans, organizes, directs, and coordinates the activities of the Transfer Station.
- Recommends plans and policies to be observed in the conduct of operations to the Transfer Station Superintendent.
- Assists the Transfer Station Superintendent in the preparation and administration of the annual budget for all operating costs, equipment purchases, construction, and maintenance costs.
- Reviews and presents specifications for long and short-term projects.
- Oversees private contractors hired to assist in completion of Transfer Station projects.
- Trains employees in proper equipment operation and maintenance activities.
- Operates and maintains baler, skid-steer loader, compacting and snow removal equipment as needed.
- Ensures that employees are familiar with current regulations and any changes in regulations.
- Stays current on trends in solid waste and recycling through literature, workshops, etc.
- Educates the public on proper disposal and recycling through direction of vehicles, public meetings, newspaper ads, handouts, etc.
- Markets recyclables in the best interest of the town and ensures that recyclables meet quality marketing standards.
- Oversees the separation of all materials and assesses and collects required fees per established schedules. Responsible for the reconciliation of fees with Attendants and Town Clerk.
- Reviews and processes invoice, maintains written record of all fees collected and deposits fees as required by the town financial policies and procedures.
- Monitors and schedules the pick-up of compacted waste and recycled materials.
- Limits access to the Transfer Station to permitted users only
- Attends meetings as necessary to fulfill the requirements and obligations of the position.
- Works with the Fire Department regarding the maintaining and burning of any materials.
- Prepares applications for available grants.

MAJOR DUTIES continued:

- Fulfills supervisory responsibilities in accordance with town policies, procedures, and applicable laws, including working with the Transfer Station Superintendent to interview, hire, train, appraise performance, reward and discipline employees, address complaints, resolve problems, and plan, assign, and direct work; establishes and monitors personnel and staff policies and procedures.
- Performs similar or related work as required, directed or as situation dictates.
- Plans, organizes, and coordinates the activities of the Household Hazardous Waste Day with Lakes Region Planning Commission.

RECOMMENDED MINIMUM QUALIFICATIONS:

- High school diploma or equivalent; Five years' experience in the operation and management of a transfer station; or an equivalent combination of education and experience is preferred.
- Possession of a valid Step 3 or higher license from the N.H. Department of Environmental Services preferred.
- Heavy equipment experience recommended.
- Knowledge of methods, materials and equipment used in the management of solid waste and recyclables, and the operation of transfer stations; local, state, and federal laws, rules, and regulations applicable to the operation of the transfer station; hazards and safety precautions common to transfer station machinery and equipment.
- Ability to lead and supervise subordinates and to transmit general instructions in the form of detailed direction; to plan for municipal needs, to delegate and distribute personnel and to direct, coordinate, and review the work of subordinates to establish and maintain effective working relationships with Town officials, employees, officials of other governmental jurisdictions, consultants, contractors and the public; to express ideas effectively both orally and in writing; to prepare reports and maintains records and the ability to prepare and administer a budget.
- Managerial and organizational skills; in the operation and maintenance of transfer station equipment and tools; in organization and supervision of personnel; in the use of computers and software such as Microsoft Word and Excel; in budgeting; in providing exceptional customer service.
- Ability to work under strenuous and considerable physical conditions. Frequent climbing of ladders, lifting heavy objects up to 60 pounds, and crouching or crawling in restricted areas may be required. *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

SUPERVISION:

Supervision Scope: The supervisor sets the overall objectives and resources available. Performs responsible duties requiring the exercise of moderate judgment and initiative in overseeing the operations.

SUPERVISION continued:

Supervision Received: Works under the administrative direction of the Transfer Station Superintendent; working from NHDES rules and regulations, Town policies and objectives, consulting with supervisor where clarification, interpretation or exception to municipal policy may be required.

Supervision Given: Supervises all department employees, developing job direction, assigning tasks and instructions, and monitoring personnel performance evaluation, directly and indirectly through subordinates if applicable.

WORK ENVIRONMENT:

Most work is performed outdoors with exposure to extremes of heat and cold temperatures and inclement weather. Incumbent is subject to the hazards associated with working at a Transfer Station and around heavy equipment. Work environment is very loud. Has exposure to hazardous materials/fumes from recycling oil, gas, antifreeze, and automotive batteries. Nature of work requires weekend duty.

Regularly operates several types of equipment including hand and power tools, and related equipment, as well as a telephone, and other standard office equipment.

Interacts with the public, Transfer Station Superintendent, Town Administrator, Select Board, various transfer stations, solid waste district, and NH Department of Environmental Services. Contacts involve an information exchange dialogue.

Errors in judgment may result in time loss and delay, cause damage to buildings and/or equipment, result in serious personal injury and injury to others, and have legal repercussions.

Transfer Station Lead Attendant Job Description approved by Select Board, December 15, 2022.

Shaun Lagueux

Anita Avery

Les Dion

Don Milbrand

Carroll Brown, Jr.