

Jurisdictional Class: Competitive; Non-Competitive in County  
Adopted: October 13, 1993  
Revised: April 27, 2011

## **TRANSFER STATION OPERATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for overseeing and participating in the smooth and efficient operation of a Transfer Station/Scales Facility. The work is carried out in accordance with Solid Waste and Recycling Laws, Rules, and Regulations. Work is performed under general supervision with some leeway permitted in carrying out the details of the work. Supervision may be exercised over the work of subordinate staff. The incumbent does related duties as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Oversees and participates in the daily operation and usage of the Transfer Station/Scales Facility;  
Operates loader to load garbage, cardboard, etc. onto trailer and monitors amount to prevent overload;  
Monitors materials to ensure compliance with Solid Waste and Recycling Laws;  
Oversees and monitors incoming commercial vehicles for proper current permits required;  
Oversees, monitors, and completes scaled weight verifications for outbound loads of garbage and recyclables commodities;  
Determines the acceptance or denies access to some loads of garbage or recyclables in accordance with established guidelines;  
Assists and directs users in the proper usage and disposal of recyclable materials;  
Oversees and participates in the operation and maintenance of all levels of Transfer Station equipment, may include tractor trailers, trucks, etc;  
Keeps accurate records on computer and provides computer generated data and scale reports as required;  
Leads and participates in the maintenance of buildings and haul roads, which involves sweeping floors, cleaning and picking up in and around stations and/or facilities, plowing and sanding haul roads, etc.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the principles, practices, methods, and equipment employed in the operation of a Transfer Station/Scale Facility;  
Ability to understand and follow oral and written instructions;  
Ability to use a computer to keep accurate records and generate data and reports;  
Ability to supervise the work of staff engaged in routine tasks;  
Ability to get along well with others and deal effectively with the public;  
Willingness to work under adverse weather conditions.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and four (4) years general field operational experience at a recycling or landfill facility, general construction experience, or medium-to-heavy automotive operations.

**SPECIAL REQUIREMENTS:** Eligibility for an appropriate level New York State Driver's License at time of application. Possession of license at time of appointment.