

**CITY OF FRANKLIN
CLASS SPECIFICATION**

CLASS TITLE: TRANSFER STATION/ REFUSE PACKER OPERATOR
DEPARTMENT: MUNICIPAL SERVICES
REPORTS TO: TRANSFER STATION FOREMAN,
DEPUTY DIRECTOR AND DIRECTOR

DATE 04/22

JOB SUMMARY:

Performs work in the daily operation of the Municipal Transfer Station. Works with full time staff and various temporarily assigned employees from the Municipal Services Department in order to achieve the fore mentioned. Ensures facility compliance with Federal, State and Local laws affecting Transfer Station Operation. Performs the job duties of the Transfer Station Supervisor in his absence.

ESSENTIAL JOB FUNCTIONS:

Carries out operational duties associated with collecting, disposing and recycling of municipal solid waste. May schedule deliveries and pick up of collection containers for solid waste disposal/recycling.

Monitors residential and commercial waste, through frequent contact with the public, ensuring materials are acceptable for disposal at the facility. Directs public to proper disposal receptacles/areas. Verifies facility usage by residents, issues stickers accordingly.

Operates trash compactor, heavy and light equipment and stationary equipment, all used for the collection, processing and disposal of solid waste and recyclable materials.

Weights and maintains records for all commercial waste and demolition materials. Prints out and writes receipts, collects money consistent with all fees established by municipal code.

Processes and hauls waste from Transfer Station to solid waste disposal facilities and recycling centers/markets.

Oversees and assists in site maintenance, grounds keeping and facility clean up, both inside throughout various buildings and outside areas, maintaining a safe environment for facility users.

Receives and resolves complaints relating to refuse collection and may be asked to assist in developing practices and procedures for resolution of complaints.

Will be required to work overtime in order to ensure Transfer Station remains open and properly manned and operable.

Advises the Director and Deputy Director of Municipal Services as to recommended changes in collection procedures and regulations.

ESSENTIAL JOB FUNCTIONS (continued):

Performs daily pre-trip inspection of equipment and routine minor maintenance such as cleaning; checking of oil and fluids; checking tires and greasing.

Ensures safe operation of vehicle in compliance with local, state and federal traffic regulations, while operating moderately complex automotive equipment in the collection and disposal of curbside trash and other solid waste.

While operating equipment, driver must also stop vehicle and assist in loading of refuse and placement of barrels.

Assists in snow and ice control activities which may require overtime.

Performs other functions as needed.

MATERIAL AND EQUIPMENT USED:

Hand and power tools, Tractor Trailer (requiring a class A CDL), Automated and Manual Loading Refuse Packers, Loader, Bobcat, stationary solid waste processing equipment such as trash compactor and baler; weigh scale, cash box, calculator, computer, light and heavy motorized equipment.

MINIMUM QUALIFICATIONS REQUIRED:

High School or Technical School diploma or GED.

Knowledge of the principles and practices of municipal solid waste disposal.

Minimum of four years of progressive experience in operation of solid waste Transfer Station.

State of New Hampshire Certified Public Weigh Masters License or the ability to obtain within 6 months.

Transfer Station Operators Certification or the ability to obtain within 6 months.

Valid New Hampshire Class A CDL preferred, minimum of a class B. Ability to obtain a class A CDL within 1 year of hire. Medical Examination Certificate required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Principles and practices pertaining to Municipal Solid Waste Disposal and Recycling.

State, Federal and local laws governing operation of Municipal Solid Waste Disposal Facilities.

Curbside rubbish collection techniques.

Rules and precautions relating to roadway and traffic and equipment safety.

Skill in:

Communicating and dealing with customer inquiries in a diplomatic fashion.

Typing; operating weigh scale and other office equipment.

Operating, maintaining and utilization of specialized equipment.

Performing simple, routine maintenance on equipment.

Mental and Physical Abilities:

Give directions/instructions and gain compliance from subordinates and customers.

Understand and follow written and/or oral instructions.

Establish and maintain effective working relationships with the public, employees, contractors and other City officials.

Establish and implement rules, regulations, policies and procedures.

Read, analyze and interpret technical procedures and government regulations.

Solve practical problems and deal with a range of variables.

While performing essential functions of this job, the employee is regularly expected to stand, walk and sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; kneel, crouch or crawl; talk and hear over loud noise; lift and/or move up to 100 pounds.

Ability to perform strenuous, routine and repetitive physical exertion incidental to job function.

Mental and Physical Abilities (continued):

Good physical coordination and strength necessary to operate vehicle and perform repetitive work for prolonged periods of time on a daily basis.

Specific vision abilities required by this job include: close and distance vision; ability to discriminate between colors; peripheral vision and ability to adjust focus.

WORKING CONDITIONS:

While performing the essential functions of this position, the employee is regularly exposed to wet, icy, sunny, humid, cold and hot outdoor weather conditions over prolonged periods of time. Risk of injury due to: working near moving mechanical parts; work in precarious places and falling due to lost footing or grip. Working conditions usually subject incumbent to fumes and airborne particles, odors, noxious smells, dust and smoke, toxic or caustic chemicals and vibration.