

TOWN OF WAYLAND POSITION DESCRIPTION

Title: DPW Heavy Equipment Operator - Transfer Station PT

Department: Department of Public Works

Appointing Authority: DPW Director

Affiliation: Teamsters

Grade: D-5

Personnel Board Approved: 7/20/09

Summary of Duties

Performs a variety of skilled, semi-skilled and unskilled manual work associated with the maintenance, repair and operation of the Transfer Station.

Supervision Received

Works under the direct and general supervision of a designated Foreman or Superintendent.

Supervision Exercised

None.

Job Environment

Work is performed on and off site; generally required to work outdoors in a variety of weather conditions which may be adverse at times.

Operates a variety of equipment which may include hand tools, power tools, light equipment, light trucks, a variety of CDL vehicles, loaders and excavators.

Has frequent contact with other Town personnel contractors, residents and the general public; interactions require courtesy and tact.

Errors could result in a danger to health and safety, loss of Town assets, injury to one's self or others, damage to buildings and equipment, loss of revenues and poor public relations.

Essential Functions

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.

Operates a variety of specialized equipment in supporting operations for the Transfer Station.

Picks up trash and recyclable materials from Town and School Buildings; returns and deposits trash and recyclables to designated Transfer Station areas.

Operates all equipment associated with the Transfer Station operations; may process, bale and transport materials off-site as required.

May apply cover material to Landfill cells.

Inspects user vehicles for valid stickers; directs customers to proper disposal locations within the Transfer Station; may assist customers with unloading vehicles and placing waste materials in the proper compactors, bins or locations.

Assists in enforcing the Transfer Station's disposal; recycling and safety rules; identifies materials that are accepted materials and materials that are rejected.

Monitors compactors, containers and recycling areas for compliance with established regulations; may sort waste materials to ensure proper disposal; compacts trash as needed.

Directs traffic flow and maintains order in the yard.

May prepare and open the facility at the start of the day; may close and secure the facility at the end of the day.

Is responsible for the cleanliness of the Transfer Station to include the yard, all buildings, facilities, roadways and grounds; consistently cleans and clears debris.

Maintains and monitors brush area, leaf drop-off area and compost area in accordance with established rules and regulations.

Performs minor maintenance projects; may operate and maintain associated tools and equipment; may shovel snow and cut grass.

Assists with special collection items such as wood, appliances or electronic products.

Is responsible for the care and maintenance of equipment; reports vehicle and equipment problems to mechanics or Superintendent.

Is expected to make every effort to work overtime during emergencies, storm and adverse weather conditions.

May be assigned to and perform the duties of a Heavy Equipment Operator.

May be assigned to and perform the duties of a lower graded labor position provided that all licensing requirements are satisfied.

Sets-up a work zone with appropriate signs and cones that is compliant with required safety guidelines.

Is subject to weekend work assignments and staggered work schedules.

Performs similar or related work as directed, required or as situation dictates.

Recommended Minimum Qualifications

Education:

High School diploma or equivalent.

Experience:

At least 3 years of related experience in public works of which at least 1 year required the operation of heavy equipment as referenced in this job description. Waste management experience preferred.

Substitutions:

None

Licenses/Certificates:

Must have and maintain a valid Class B CDL license; Class A CDL preferred.

Must have and maintain a valid Class 2B Hoisting License; 2A Hoisting License preferred.

Knowledge, Abilities and Skills:

Knowledge of basic public works construction and maintenance work.

Knowledge of basic waste management work.

Through knowledge of the operation of Class B CDL vehicles, loaders, excavators and heavy equipment.

Basic knowledge of hand tools, power tools and maintenance equipment.

Skill and ability to safely operate CDL vehicles, loaders, excavators and heavy equipment; skill and ability to safely operate and use all other equipment associated with the position.

Ability to read, interpret and apply data, drawings and instructions for assigned work.

Ability to read, understand and adhere to applicable rules, regulations, policies and procedures.

Ability to work independently and cooperatively as a crew member.

Ability to communicate effectively, particularly with the general public.

Ability to operate all the vehicles, tools and equipment required for the duties of this position.

Ability to perform strenuous physical duties under adverse conditions.

Ability to follow oral and written instructions.

Ability to follow safe work practices.

Physical Requirements

Frequent moderate to strenuous physical effort required to perform duties under variable conditions, with some exposure to occupational risks. Occasionally required to push/pull objects weighing up to 100 pounds; occasionally required to comfortably lift/carry objects weighing up to 50 pounds. Ability to stoop, kneel, crawl, crouch, turn and twist. Have manual dexterity and strength to operate objects, tools, or controls and reach with hands and arm; occasionally required to sit, talk and hear.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.