

TOWN OF WAYLAND POSITION DESCRIPTION

Title: DPW Transfer Station Foreman

Department: Department of Public Works

Appointing Authority: DPW Director

Affiliation: Teamsters

Grade: D-9

Personnel Board Approved: 05/16/11

Summary of Duties

Skilled technical work and supervisory work in overseeing Transfer Station operations; all other related work as required.

Supervision Received

Works under the general supervision of a DPW Superintendent, performs skilled work and supervisory functions requiring independent judgment and initiative; refers non-routine matters to the DPW Superintendent.

Supervision Exercised

Directly supervises DPW employees assigned to the Transfer Station as well as seasonal or temporary personnel; directs staff utilizing available equipment and materials; may review the work of contracted services.

Job Environment

Work is generally performed in office and on site; 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, backhoes and loaders.

Has frequent contact with Town and School departments, representatives from State oversight agencies, contractors, Transfer Station patrons 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.

Ensures Transfer Station is open for business in conjunction with posted hours; ensures all protocols and procedures are enforced for the safe operation of the facility; ensures safety procedures and protocols for all Transfer Station patrons and visitors; ensures the facility is adequately staffed; regularly interacts with residents and those engaged in business at the facility.

Under the general direction of a DPW Superintendent, plans and assigns work for Transfer Station operations; ensures daily work assignments are scheduled and completed; responds to facility issues; reviews quality and quantity of work performed; ensures deadlines are maintained.

Oversees the maintenance and upkeep of grounds, structures and equipment.

Assigns, prioritizes, monitors and supervises work; makes routine job-site decisions; adjusts assignments to meet overall Transfer Station needs; reviews work assignments for completion and accuracy.

Oversees the work of contracted services related to Transfer Station operations.

Makes recommendations on projects; assists in the planning and layout of work; may research material cost figures for anticipated work; may estimate labor costs for in-house projects.

Maintains daily records on progress, assignments, materials and schedules; accurately maintains related work records; writes reports as required.

Trains and instructs workers in proper and safe work procedures and safe equipment operation; ensures proper use of vehicles and equipment.

Operates vehicles and equipment engaged in DPW construction and maintenance work, as well as snow & ice and emergency operations.

Ensures vehicles, equipment and tools are utilized properly; follows prescribed preventative and operational maintenance procedures; reports vehicle and equipment problems to mechanics or DPW Superintendent.

Maintains overtime and on-call lists; may notify employees of overtime opportunities.

May work in collaboration with neighboring communities on common recycling and waste disposal initiatives.

May perform work consistent with the duties and responsibilities of assigned employees.

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

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

Recommended Minimum Qualifications

Education:

High School Diploma.

Experience:

Four (4) years of experience working in an environment involved collection, disposal and recycling of solid waste.

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 the principles and practices of solid waste collection, disposal and recycling.

Knowledge of the materials and techniques required for the maintenance and repair of solid waste facilities.

Knowledge of hazard and safety precautions pertaining to departmental operations.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

Ability to interpret work orders, supervise and direct the activities of work crews.

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

Ability to read, understand and implement applicable department regulations, policies and procedures.

Ability to lead, direct and supervise staff; ability to supervise multiple job tasks under variable conditions.

Ability to maintain detailed, complete and accurate records.

Ability to communicate effectively and work with diverse groups of managers, employees, contractors, vendors and the general public.

Ability to organize projects, accomplish tasks and meet deadlines.

Ability to operate all hoisting equipment; ability to operate commercial and non-commercial vehicles.

Excellent customer service skills.

Skill in the operation of all required tools and equipment.

Ability to develop effective working relationships with colleagues, patrons and the general public.

Strong record keeping skills.

Good communication, organizational and planning skills.

Ability to perform strenuous physical duties under adverse conditions.

Physical Requirements

Moderate physical effort required in performing work. Occasionally required to push/pull objects weighing up to 100 pounds; occasionally required to comfortably lift/carry objects weighing up to 50 pounds. Requires good close, distant, and peripheral vision, and depth perception. Ability to occasionally perform some strenuous work under varying weather conditions.

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.