

Village of Phelps – Vacancy (Part-Time)

Salary: \$18.00/hr.

TRANSFER STATION OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The duties of the position involve responsibility for the efficient operation of the transfer station, including the operation of the compactor; directs the entrance and exit, loading and unloading of vehicles compacting trash, refuse and garbage into transfer trailers for further transportation to a landfill site. Maintains cleanliness of the area. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a console in a solid waste compacting facility;
Observes the operation of compactor;
Assists town residents where needed in use of facility;
Checks condition of all sections daily before start of operation;
Cleans all areas of the transfer station daily;
Performs general maintenance of equipment and facilities in making adjustments, lubricating, making minor repairs;
Records truck weights loaded and unloaded; automatically computing weight of trash dropped for purposes of billing users of transfer station;
May assist with general building maintenance project;
May assist with general highway labor duties;
May assist with grounds maintenance activities;
Completes and files damage or accident reports as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of methods used in preventive maintenance of heavy machinery; good knowledge of the operation of transfer station compactor; good knowledge of standard safety precautions used in working with large machinery and equipment; ability to use the standard hand tools and the hand-held electronic tools; ability to perform routine manual work; ability to deal effectively with others; ability to keep simple records and prepare reports; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None is required.

APPROVED: AUGUST 14, 1981

REVISED: MAY 5, 2021

CIVIL SERVICE CLASSIFICATION: LABOR