

Town of Provincetown, Massachusetts
GRADE 8 AFSCME UNION POSITION
DPW Working Foreman - Transfer Station & Recycling Center Job Description

Definition:

Administrative, technical and supervisory work in directing the operations of the Transfer Station/Recycling Center in accordance with the laws governing the transferring of Solid Wastes and Handling of Recycling; all other work as required.

Distinguishing Characteristics:

Works under the administrative direction of the DPW Director, all technical and supervisory work will fall under the direct supervision of the Director of Operations.

Supervises six full-time year-round employees, 1 year-round part-time employee and one seasonal employee, this is the Transfer Station and Sanitation Employee's.

Performs responsible duties requiring a great deal of independent judgment and initiative in directing the Transfer Station/Recycling Center.

Makes frequent contacts with the general public, other DPW departments and haulers.

Errors could result in environmental damage, excessive costs, personal injury, danger to the public health and safety and adverse public relations.

Has access to limited department-related confidential information such as personnel records.

Frequent moderate to strenuous physical effort required in performing work under constantly unpleasant conditions at the Transfer Station/Recycling Center, including exposure to bad weather and various environmental and falling hazards affecting personal safety.

Examples of Work:

Supervises the operation of the Transfer Station/Recycling Center; supervises and assigns work to all personnel which includes skilled laborers and various attendants.

Oversees and manages the placement, storage and disposal of all materials allowed in the Transfer Station/Recycling Center; sees that the buildings and grounds are properly maintained in accordance with local, state and federal regulations.

Explains Transfer Station/Recycling regulations to townspeople that use this facility; educates townspeople about recycling methods; enforces regulations by watching the activities of persons using the Transfer Station/Recycling Center; forbids disposal of unacceptable materials substances; assures that materials are deposited in the proper locations.

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Ensures that appropriate coupons and/or stickers have been obtained by the persons using this facility; sells coupons and issues receipts and is responsible for any monies to be turned into the Town Treasurer's Office.

Operates heavy equipment, to include, loaders and trailers.

Performs routine preventive maintenance on all equipment used in the operations of the Transfer Station/Recycling Center.

Monitors the department budget; maintains accurate records of all deliveries; settles all complaints; submits and verifies all attendance records of subordinates.

Performs other similar or related duties in other departments as required or as situation dictates.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience:

High school graduation, three to five years of experience in Transfer Station and Recycling Operations including one year of supervisory experience; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge and understanding of regulations governing the operation of the Transfer Station/Recycling Center. Ability to interpret and enforce Transfer Station and Recycling regulations. Ability to operate heavy equipment and hand tools. Ability to carry out instructions. Ability to supervise and assign work to subordinates. Class A and Hoisting License required or ability to obtain within six-months. Preference will be given to those in possession of both required licenses.