

Town of Pelham, NH

JOB TITLE: Transfer Station Supervisor

JOB SUMMARY: Answering to the Board of Selectmen through the Town Administrator, the position is responsible for the movement of Municipal Solid Waste (MSW), recyclables, and other materials in and out of the transfer facility. The position is also responsible for all aspects of the overall facility operation.

MAJOR DUTIES: Oversees operations to maximize efficiency and employees as well as public safety in collecting and dispensing MSW and all materials at the facility.

Oversees enforcement of all facility rules and regulations and makes recommendations to update, add or delete current rules and regulations.

Supervises all other Transfer Station employees including direction, scheduling, and training.

Responsible for compliance with all NH and Federal laws and regulations pertaining to facility operation and employee safety.

Responsible for department expenditures and budgetary guidelines.

Issue reports as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the functions and operation of the transfer facility.

Knowledge of the maintenance requirements of the Transfer Station equipment, buildings and grounds.

Knowledge of the work hazards and safety practices relating to Transfer Stations.

Ability to deal effectively with the public.

Ability to understand, follow and give oral and written instructions. Computer literacy and experience using Microsoft Outlook, Word, Excel and PowerPoint.

MIMINUM QUALIFICATIONS:

Knowledge and level of competency commonly associated with a high school diploma or GED.

Sufficient experience to understand the basic principles relevant to the major duties of the job.

NH Level IV license or the ability to obtain one within one year.