

JOB TITLE: Transfer Station Supervisor

SW/6

DEPARTMENT: Solid Waste, Rutherford County

JOB SUMMARY: This position performs technical and supervisor work in managing the solid waste transfer station.

MAJOR DUTIES:

- o Receives solid waste into the transfer station.
- o Loads waste into trucks with the use of heavy equipment.
- o Performs visual and physical inspection of waste to ensure compliance with federal, state, and local guidelines.
- o Supervises daily clean up of transfer station by inmates.
- o Maintains records of daily transportations and inspections.
- o Hooks, loads, and transports trailers of solid waste.
- o Meets with Solid Waste Director.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge the federal, state and local guidelines concerning solid waste disposal.
- o Knowledge of county policies and procedures.
- o Knowledge of department and safety rules and regulations.
- o Knowledge of bookkeeping practices.
- o Skill in operating a computer, calculator, typewriter, and computerized scales.
- o Skill in performing basic mathematical calculations.
- o Skill in maintaining accurate records and preparing reports.
- o Skill in the operation of heavy equipment such as backhoe, front end loader, and transfer truck.

- o Skill in dealing with the public.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Solid Waste Director assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures, accuracy and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include state waste disposal guidelines, county ordinances, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related technical and supervisory duties. Inclement weather contributes to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to supervise the operation of a solid waste transfer station. Successful performance contributes to efficient solid waste disposal.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other county employees, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give and exchange information, resolve problems, provide services, and motivate personnel.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is performed at a solid waste transfer station. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work is performed outdoors and occasionally in cold or inclement weather. Work requires the use of protective devices such as masks, goggles, and gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Heavy Equipment Operator (1), and inmate laborers.

**MINIMUM QUALIFICATIONS:**

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

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- o Sufficient experience to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain state certification as a Certified Landfill Operator.