

Town of Jaffrey

January 2024

JOB TITLE: Solid Waste Facility Manager

DEPARTMENT: Public Works

STATUS: Full-Time, Non-Exempt

LABOR GRADE: 10 (\$43,874 - \$57,283)

JOB SUMMARY: This position is a working manager responsible for overseeing the Solid Waste Transfer Station and Recycling Center.

MAJOR DUTIES:

- Supervises the Solid Waste Facility Operator(s) and others at the Transfer Station under the general supervision of the Superintendent of Highways and Facilities.
- Enforces rules and regulations of the Transfer Station as established by Town Ordinance and the Department of Public Works (DPW).
- Ensures Compliance with New Hampshire Department of Environmental Services (NHDES) solid waste permit(s) and all applicable NHDES regulations.
- Ensures safety of all at the Transfer Station, incorporates those safety devices as necessary and advises Superintendent of additional measures needed.
- Manages the operation of the Transfer Station.
- Prepares turnover of recycling fees collected at the Transfer Station.
- Coordinates repair and maintenance of the facility.
- Assists in the development and implementation of facility improvement plans.
- Maintains records of solid waste, recyclables and reports of same, including monthly and annual reporting.
- Assists in the development of public education and informational outreach.
- Prepares annual operating calendar for the Transfer Station.
- Locates market for recyclables and other items collected at Transfer Station.
- Separates and bales recyclable materials, loads materials, boxes, and crushes glass.
- Maintains the Transfer Station/Recycling Center and adjacent grounds.
- Schedules and oversees recyclable loading operations for transportation to market.
- Oversees snow removal operations at the Transfer Station/Recycling Center.
- Loads and unloads heavy objects into trucks or storage trailers using appropriate equipment.
- Drives and/or operates vehicles/equipment as necessary.
- Reviews and updates the Operations Plan as necessary.
- Conduct annual evaluations for personnel under their supervision.
- Performs other related duties as required.
- Actively participates in NRRA, Cheshire County Solid Waste Operator meetings, etc.
- Participates in Town of Jaffrey and/or Ad-Hoc committees as necessary.
- Participates as a member of the Town of Jaffrey Joint Loss Management Committee (JLMC)

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of recycling and transfer station operations including familiarity with NH RSAs and Environmental Rules relative to operations of facilities; knowledge of recycling market.
- Knowledge of the methods, materials, tools and equipment used in solid waste/recycling facilities and projects.
- Knowledge of the work hazards and safety practices.
- Skill in the operation and maintenance of equipment and tools used at the Transfer Station.
- Ability to use hand and power tools.
- Ability to perform manual labor and make minor repairs on equipment.
- Ability to perform frequent strenuous physical effort under adverse weather conditions.
- Ability to read and follow state and local laws, rules, regulations and policies and procedures.
- Ability to detect errors in equipment operations and maintenance.
- Ability to establish and maintain effective working relationships with Town officials, employees, officials of other governmental jurisdictions, consultants, contractors and the public.
- Ability and Skill to enforce town regulations and dealing with difficult or unauthorized users of the facility.
- Ability to effectively communicate both verbally and written
- Ability to maintain a positive attitude and provide exemplary customer service
- Ability to supervise Town employees and volunteers

SUPERVISORY CONTROLS: The supervisor makes assignments by defining objectives, priorities and deadlines; assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. Where procedures are not established, usual and customary industry standards must be followed. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are discussed with the supervisor.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, DPW and other town offices, project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear. Contact with the general public is paramount especially relative to the enforcement of town regulation.

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields and hearing protection. Appropriate safety equipment (ear and eye protection) shall be worn as needed as well as reflective vests and clothing.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Supervisors at this level possess the authority to assign, coordinate and review the quality and quantity of the work of other employees. They instruct employees in specific techniques or technical methods for accomplishing work assignments. They usually perform the same type of work as the employees supervised, but may be responsible for performance of the more technically difficult, controversial or sensitive work assigned to the unit or group. They are responsible for counseling and disciplining employees and for performing personnel management functions such as evaluating performance, recommending hiring or discharge, etc.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of a high school diploma.
- Familiarity and demonstratable experience with Microsoft Office products, Word, Excel, Outlook.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with 3 years of supervisory experience or 7 years of related work experience, or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- Possession of, or ability to obtain Solid Waste Principal Operator Certification in full compliance with NH Code of Administrative Rules Chapter Env-Sw 1600 and Hazardous Waste Designation.
- Possession of, or ability to readily obtain, valid driver's license issued by the State of New Hampshire or valid state of residence for the type of vehicles or equipment operated.