

Transfer Station Manager

General responsibilities:

- a. Responsible for managing and overseeing all Transfer Station operations inclusive of disposal and recycling activities of 3rd party contractor and Transfer Station attendant/cashier;
- b. Responsible for oversight of post-closure care and monitoring of Shaftsbury landfill;
- c. Assure operations of both facilities remain in compliance with state and federal statutes, rules, and regulations;
- d. Assist Town Administrator with annual budget development and monitoring;
- e. Assist Town Administrator and Selectboard with re-negotiations of solid waste disposal management contract as-needed;

Detailed Duties:

Transfer Station Operations:

1. Oversee daily operations of Town Transfer Station
2. Open and close Transfer Station on days of operation.
3. Monitor all vehicles for access permits; collect fees and issue permits as needed.
4. Collect PAYT fees for all solid waste entering site.
5. Maintain all land, fencing, gates, equipment (portable scale), and buildings on this 2+ acre site;
6. Collaborate with Shaftsbury Road Crew as-needed to assure roadways are in good condition;
7. Manage/provide for clean rest room facilities for all personnel;
8. Schedule each Casella haul of solid waste, recyclables, and tires; track number of hauls and monitor tonnages reported by Casella and invoiced.
9. Provide for printing and sale of transfer station access permits and PAYT stickers;
10. Monitor fees charged at other facilities for disposal of waste streams to assure compatibility of Casella fee structures;
11. Prepare publicity, flyers, website materials announcing Transfer Station hours of operation, closures, special events;
12. Prepare education materials on management of waste streams for display, inclusive of product substitutions for household hazardous wastes and disposal options for problem waste streams (i.e. certain batteries, pharmaceuticals, etc.)
13. Assure safe and proper traffic circulation on site;
14. Monitor access to SWAP Shed and quality of items being dropped off;
15. Oversee proper recycling and disposal of all special and universal waste streams.

16. Assist Town Administrator, as needed, with State re-certifications of Transfer Station.

Post-Closure Care of Landfill

1. Provide for uninterrupted electrical supply to methane pump;
2. Sample methane levels at monitoring wells and vent at least monthly; report sampling results to State of Vermont.
3. Oversee bi-annual groundwater sampling of landfill; sampling currently performed by KAS, Inc. from Williston;
4. Maintain vegetation to keep all groundwater wells accessible; (along Airport Road)
5. Provide for bi-annual or monthly mowing of landfill cap; keep all methane pumps accessible for sampling;
6. Provide for annual engineer's inspection of cap;
7. Fill all eroded areas; seed; mulch – per engineer's directives;
8. Assist Town Administrator with State re-certification as required;

Supervision Received:

1. Direct supervision is received from the Town Administrator.

Minimum Qualifications:

1. Education -- High school diploma or equivalent, as well as reading skills communication skills, math aptitude, and familiarity with computers.
2. Ability to learn on the computer, make change, and record the types and amounts of waste across the scales.
3. Physical ability to do lifting and other sustained physical labor, ability to lift up to 50 lbs.