

# Town of Boxborough, MA

**POSITION: Laborer/Transfer Station Operator**

**DEPARTMENT: Public Works**

**FLSA STATUS: Non-Exempt**

**REPORTS TO: DPW Director**

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## **GENERAL SUMMARY:**

Position is responsible for all functions of the Highway Department and related duties at the Town's Transfer Station.

## **SUPERVISION SCOPE**

The position is not required to provide job instructions to others or control projects.

## **SUPERVISION RECEIVED**

Works under the direction of the DPW Director. May receive assignment direction from the Highway Team Leader.

## **SUPERVISION EXERCISED**

Does not supervise others.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for the operation of the transfer station facility.
- Coordinates the disposal and transfer of refuse and debris.
- Oversees the on-site day-to-day recycling operation.
- Opens and closes the transfer station gates according to schedule.
- Directs incoming vehicles to proper disposal areas and checks for appropriate transfer station identification.
- Performs routine maintenance of equipment used at site.
- Supervises separation of materials by users of the site, manages universal wastes to include mercury products such as televisions, computer monitors, laptop computers, fluorescent bulbs, rechargeable batteries, etc.
- Ensures required items are recorded on appropriate forms for submission to the state planning office, and ensures these items are properly secured in a locked bin
- Keeps transfer station clean, picking up debris, cleaning building, and mowing grass.
- Maintains appropriate bins of materials for recycling.
- Ensures safety procedures are followed; uses appropriate safety equipment during transfer station operations.
- Explains transfer station procedures to general public; monitors materials to prohibit disposal of prohibited items.
- Performs additional duties of the Laborer position as outlined the job description for that position.

## **OTHER DUTIES AND RESPONSIBILITIES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **REQUIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience**

High school diploma or GED equivalent. A minimum of two years' experience relating to transfer stations, roadway maintenance, and construction and field maintenance or any equivalent combination of education and experience.

### **REQUIRED LICENSING AND CERTIFICATION**

Requires a valid MA Class D Driver's License.

### **DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:** Requires reasonable knowledge of work methods, practices and procedures involved in a variety of public works construction, maintenance and repair activities and Transfer Station rules and regulations. Requires working knowledge of transfer station and highway equipment operation and mechanics. Requires knowledge of hazards and precautions, traffic and safety rules, and accident prevention practices.

**Ability:** Able to perform heavy manual labor and follow oral and written instruction.

**Skills:** Skilled in operating hand tools, power tools, and light and heavy equipment. Skilled in safely operating motorized vehicles and equipment in a variety of weather conditions. Skilled in making minor repairs and adjustments to related equipment. Works effectively with other employees and the general public.

### **TOOLS AND EQUIPMENT USED**

Lawn tractors and mowers, chain saws, snow blowers, weed whips, power brooms, and the like.

### **PHYSICAL REQUIREMENTS**

Work requires significant physical effort. Work frequently requires talking, listening, standing, walking, bending/stooping, shoveling, raking and driving for extended periods. While performing the duties of this job, the employee is required to, handle, or feel objects, tools, or controls. Work requires reaching with hands and arms, carrying/lifting (normally up to 60 pounds) and pushing/pulling.

The employee must have good vision to read general documentation, instruments and maps for analytical purposes and be able to distinguish color. Requires depth perception and close vision to operate vehicles and equipment. Requires manual dexterity in combination with eye-hand coordination for efficient operation and repair of equipment.

Requires access to other Town departments.

Essential position functions require ability to review documents for general understanding and analytical purposes, ability to climb ladder and access roofs or excavations to look at projects, and ability to operate vehicles and motorized equipment.

*The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.*

## **WORK ENVIRONMENT**

Work is performed predominately outside, where there is exposure to weather extremes, and noise, and often requires working around equipment with moving mechanical parts.

May be required to respond to or be on-call for emergency situations outside of normal working hours.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position, unless such accommodations would pose an undue hardship on the Town.

**This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**Recommended:**

**Revised: October 7, 2024**

**Approved (Name): Personnel Board**

**Approved (Date): October 8, 2024**