Position Title: Transfer Station Supervisor  
Date: April 2008

Reports to: District Superintendent  
Department: Public Works

FLSA Status: Non-exempt  
Positions Supervised: none

**CLASSIFICATION:** Transfer Station Supervisor  
(San Juan or Orcas Island)

**PAY RANGE:** I

**BARGAINING UNIT:** Local 1849

**BASIC FUNCTION:** Supervises the operation and maintenance of a solid waste facility including all accounting, recycling, and solid waste transfer activities. Coordinates the operation of the facility with the general public, other County staff, volunteers, municipalities and contracted service providers. Provides day-to-day direction and training for a group of skilled and semi-skilled workers as assigned. Assures safety of all persons on the sites. Work is performed independently under the general direction of the District Superintendent.

**MINIMUM QUALIFICATIONS:**
1. High school education or equivalent
2. Two years experience as a transfer station operator or equivalent (customer service and equipment operation.) Previous supervisory experience.
3. Washington State drivers license with a good driving record. Commercial drivers license preferred, or the employee must obtain a commercial license within one year of employment (at the County’s expense).
4. Prefer proficiency in back hoe operation as it relates to loading and compacting waste in long haul trailers and drop boxes.
5. Prefer proficiency in tractor/trailer operation.
6. Proficient computer skills.
7. Personal history suitable for handling financial transactions.
8. Ability to obtain a current first aid card (including CPR training) and a current flagger’s card within six months of hire (at the County’s expense).

**PRINCIPAL DUTIES - Asterisk designates essential function:**
1. Supervise the operation of the facility, and directs and schedules staff, in accordance with the site operations plan, the health and safety manual, and the approval of the District Superintendent.
2. Responsible for business records. Directs the scale attendant and operator in appropriate record keeping.
3. Responsible for auditing the cash close out procedures and making daily cash deposits.
4. Arranges the acceptance of waste and recyclables at the facility through professional relationship with customers, contractors, franchise hauler and municipal entities as applicable.
5. Arranges the transportation of waste and recyclables from the site through a professional relationship with the transportation contractor. Anticipates the need for service from the
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transportation contractor for up to 72 hours in advance and clearly communicates the need to the contractor. (SJI) Coordinates the transportation logistics for all islands.

6. Coordinates the use of the facility for special events with other solid waste staff and volunteers.

7. Schedules and supervises cleaning and maintenance of the facility.

8. Trains staff in proper equipment operation and safety procedures.

9. Purchases supplies and equipment necessary for the operation of the facility and ensures that supplies are adequate.

10. Acts within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52

Plus the ability to perform the duties of the Operator or Scale Attendant, including:

1. Assist customers with proper sorting of recyclable material

2. Remove small quantities of moderate risk waste from tipping floor or individual deliveries.

3. Operates equipment to load and compact waste or recyclables in long haul trailers.

4. Operates equipment to maneuver long haul trailers into and out of loading and staging areas.

5. Preps trailers to accept waste or recyclables and prepares trailers for transport after the trailer is loaded.

6. Performs routine maintenance and minor repairs on equipment used at the facility.

7. Cleans and maintains the transfer facility.

8. Weighs vehicles entering the site, identifies contents of the vehicle, determines the appropriate service fee, screens for hazardous materials.

9. Balances accounts at the end of the day and prepares cash receipts for deposit.

10. Answers customer inquiries regarding services.

11. Directs customers to the appropriate service area within the site.

12. Assists with routine site maintenance (litter pick-up)

13. Assists with traffic control.

14. Keeps records of site activities.

PHYSICAL AND MENTAL REQUIREMENTS:

1. Requires frequent walking, standing, sitting, climbing, bending, and twisting.

2. Must be able to lift, lower, push and pull 50 pounds.

3. Requires the manual dexterity to use large equipment, vehicles, and hand tools (such as shovel and rake to maintain facility and move waste).

4. Must be able to talk and receive and understand written and oral communication and understand and follow verbal and written instructions. Must be able to establish and maintain an effective working relationship with other staff.

5. Must be able to present information and direction to customers in a firm, courteous and tactful manner.

6. Ability to understand regulations regarding the acceptance of waste at transfer stations and relate the requirements to the general public.

7. Requires the ability to perform basic mathematical calculations correctly; use a calculator and make change accurately.

8. Must be able to operate computerized scale.
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EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back Hoe</td>
<td>up to 8</td>
<td>Daily</td>
</tr>
<tr>
<td>Tractor/Trailer</td>
<td>up to 1 (if needed)</td>
<td>Weekly</td>
</tr>
<tr>
<td>Computer (with solid waste scale software)</td>
<td>as needed - up to 8</td>
<td>Monthly</td>
</tr>
<tr>
<td>Vehicle</td>
<td>occasionally</td>
<td></td>
</tr>
<tr>
<td>Telephone / Fax</td>
<td>occasionally</td>
<td></td>
</tr>
<tr>
<td>Copy machine</td>
<td>occasionally</td>
<td></td>
</tr>
</tbody>
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WORKING CONDITIONS:

1. Work outside in all weather conditions.
2. Work weekends and some holidays.
3. Facilities may not include running water.
4. Exposure to solid waste, odors, fumes, dust and various debris
5. Must wear required safety equipment including hardhat, gloves, hearing protection and steel shank boots.