

TRANSFER STATION MONITOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine work which involves a responsibility for performing a variety of duties including, but not limited to, the inspection of solid waste loads and checking of vehicles entering the transfer station to ensure compliance with service contracts and local, state and federal regulations. The work is performed under general supervision of the Solid Waste Operations Manager. Does related work as required.

TYPICAL WORK ACTIVITIES:

Checks all vehicles upon entry to solid waste sites for proper documentation;
Inspects solid waste loads to determine source and acceptability as each load is dumped (most inspections are done visually as opposed to manually);
Follows specific procedures when hazardous or unauthorized waste is found;
Ensures compliance with service contracts by observation;
Confronts transfer station operator when problems are detected and alerts supervisor to same;
Prepares simple reports, in a non-narrative form, of problems noted (e.g. who came in, who went out, who was attempting to dump illegal materials, etc.);
Answers questions and directs the public;
Performs various other related duties as directed by the Solid Waste Operations Manager and/or the Executive Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the policies of the solid waste management authority with respect to transfer station usage pertaining to solid waste; ability to deal effectively with the public; ability to confront others when problems are noted or suspected; ability to complete inspections and make simple oral or written reports as to problems observed; good judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year of paid work experience which substantially involved public contact.

NOTE: Additional years of the required experience may be substituted for high school education on a year-for-year basis.