

Transfer Station Operator

DEFINITION

Work of this class involves responsibility for the operation and maintenance of the Transfer section, including: monitoring a preventative maintenance program, ensuring that emergency repairs and periodic overhauls are completed, operating and monitoring controls for plant equipment, and ensuring a continuous flow of refuse through the plant. Incumbents typically supervise an Assistant Transfer Station Operator, Truck Drivers, and Relief Refuse Collectors working in the plant. Work may be checked in progress to ensure that schedules and established standards are being met. Responsibilities include recommendations of crew discipline, ensuring training of employees, arranging for mechanical or welding repairs, completion of time sheets, records of loads per day, records of load departure times, and records and maintains time breakdown for different jobs. Maintains an equipment parts inventory. Major repairs or problems are referred to the supervisor for decision.

TYPICAL DUTIES*

Supervises, assigns, and schedules work involved in day-to-day plant operation, preventative maintenance, and periodic equipment overhauls.

Supervises and participates in the maintenance, repair or replacement of parts in the grinder and related equipment.

Ensures continual plant operation by supervising employees engaged in removal of blockages, removal of large metal objects from conveyors, cleaning up and removal of spillage, levelling loads in trucks, etc.

Operates the central equipment control panel, monitors speeds, bearing temperature gauge, directional switches and on/off controls.

Trains all Transfer Station employees for relief operation of the controls.

Contacts and schedules welders and mechanical repairmen.

Inspects plant equipment for repair, maintenance or overhaul needs.

Completes time sheets, records number of loads per pay, maintains a time breakdown for different jobs, and records time of load departures.

Enforces all safety regulations and implements safe working habits.

Performs other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to perform duties under noisy, drafty, and dusty conditions. Subject to extremes in offensive odours.

Ability to operate Transfer Station equipment controls.

Ability to perform routine and emergency mechanical maintenance and repair on plant equipment.

Ability to understand and execute oral or written instructions.

Knowledge of Transfer Station equipment and operation.

Ability to supervise employees engaged in manual and maintenance work.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the tenth school grade; general mechanical ability supplemented by considerable experience in this or related work area; or an equivalent combination of training and experience; supervisory potential.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0204			
Last Updated:	1978/04			
Previous Updates:				
Originated:				