

CITY OF SHELTON

HIGHWAYS AND BRIDGES

JOB DESCRIPTION

TITLE: TRANSFER STATION CLERK

GENERAL DESCRIPTION:

This is a responsible position at the City's Transfer Station. The position includes overseeing the day to day operational work at the City's Transfer Station involving the identification of allowable users, the segregation of allowable disposable waste, recyclables and other materials and disposal of the same.

Work involves responsibility for dealing courteously, yet effectively with the public and for assuring the proper segregation of materials so that fees charged to the municipality will be within budget allocations. Duties include inspecting the identification of residents and overseeing the unloading of refuse into appropriate containers and operating a compactor to maximize container loads. This position also has the responsibility for making routine transfer station technical decisions. The work requires that the employee have good knowledge, skill and ability in dealing with the public and operating a Transfer Station. Individual in this position must be experienced in dealing with the public in a professional and courteous manner.

GENERAL SUPERVISION:

Works under the general supervision of the Director of Public Works or his designee and the Mayor.

SUPERVISION EXERCISED:

Has direct supervision of all employees assigned to him/her by the Director of Public Works or his designated representative.

EXAMPLES OF DUTIES:

- Stopping and inspecting contents of incoming vehicles to determine identification and ascertain whether the user is authorized and if materials qualify for disposal at the Transfer Station;
- Identifying those who are allowed to use the Transfer Station and knowing what items are acceptable so that fees charged to the municipality will be kept to a minimum and within budget allocations;
- Inspecting, identifying each load for allowable acceptable content and overseeing the unloading and segregation of refuse, recyclables and repurposed items into proper containers or areas;
- Operation and/or supervision of the use of a compactor to maximize container loads;
- Making routine technical decisions based on a solid understanding of CT DEEP and the Transfer Station's operations;

CITY OF SHELTON

HIGHWAYS AND BRIDGES

JOB DESCRIPTION

TITLE: TRANSFER STATION CLERK

- Ensuring that only the items from acceptable users are accepted in accordance to DEEP regulations and the City's permit;
- Keeps accurate and concise records pertaining to the Transfer Station's operations;
- Readies facility for the public, checks tanks, containers and the grounds for discarded materials and calls appropriate agencies if contaminants or hazardous materials are found;
- Designates areas for disposal of loads and enforces rules and regulations pertaining to disposal of acceptable refuse, recyclables and repurposed items;
- Maintains security from commencement of operations until securing the grounds at closing;
- Using skills and abilities in dealing with the public, co-workers, equipment operators and sub-contractors;
- Assures compliance with departmental procedures and City rules and policies.
- Assures compliance with CT DEEP rules and regulations regarding solid waste and recyclable disposal.

KNOWLEDGE, SKILLS AND ABILITIES:

- Good knowledge of departmental programs, policies, computer programs and operations, as applied to work performed, including but not limited to a proficiency with all Microsoft Office software (Excel, PowerPoint, Word, and Outlook), scanning, and other office equipment.
- Considerable ability to enforce rules and regulations with the public and subcontractors with firmness and tact.
- Considerable ability to establish and maintain effective working relationships with the City administration, superiors, co-workers, associates and the general public.
- Must obtain a good knowledge of departmental procedures and City rules and policies.
- Must obtain a solid understanding of CT DEEP rules and regulations regarding solid waste and recyclable disposal.
- A demonstrated proficiency in math and ability to acquire proficiency in use of computer programs and software used by City, including but not limited to the City website.
- Ability to maintain complex records accurately and prepare a myriad of reports from such records and departments.
- Maintains effective working relationships with supervisors, associates, other departments, Administration and the general public, and officials of other agencies.
- Strong organizational skills and the ability to fluently manage multiple tasks are mandatory.
- Considerable ability to communicate effectively orally and in writing.

CITY OF SHELTON

HIGHWAYS AND BRIDGES

JOB DESCRIPTION

TITLE: TRANSFER STATION CLERK

QUALIFICATIONS:

A high school diploma or the equivalent, plus three (3) years of work experience, including at least one (1) year of public contact and at least one (1) year of responsible clerical experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

Possess and maintain certifications to operate a Transfer Station as required by the State of Connecticut DEEP.

Merit System - Class 13

CITY OF SHELTON JOB POSTING 08232020
HIGHWAYS AND BRIDGES
JOB TITLE: TRANSFER STATION CLERK
YEARLY SALARY: \$33,820- \$59,026

NATURE OF WORK: This is a responsible position at the City's Transfer Station. The position includes overseeing the day to day operational work at the City's Transfer Station involving the identification of allowable users, the segregation of allowable disposable waste, recyclables and other materials and disposal of the same.

Work involves responsibility for dealing courteously, yet effectively with the public and for assuring the proper segregation of materials so that fees charged to the municipality will be within budget allocations. Duties include inspecting the identification of residents and overseeing the unloading of refuse into appropriate containers and operating a compactor to maximize container loads. This position also has the responsibility for making routine transfer station technical decisions. The work requires that the employee have good knowledge, skill and ability in dealing with the public and operating a transfer station. Individual in this position must be experienced in dealing with the public in a professional and courteous manner.

EDUCATION, EXPERIENCE AND TRAINING: A high school diploma or the equivalent, plus three (3) years of work experience, including at least one (1) year of public contact and at least one (1) year of responsible clerical experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

KNOWLEDGE, SKILLS AND ABILITIES:

- Good knowledge of departmental procedures and City rules and policies.
- A solid understanding of CT DEEP rules and regulations regarding solid waste and recyclable disposal.
- A proficiency with all Microsoft Office software (Excel, PowerPoint, Word and Outlook), scanning, and other office equipment.
- Considerable ability to enforce rules and regulations with the public and subcontractors with firmness and tact.
- Considerable ability to establish and maintain effective working relationships with the City administration, superiors, co-workers, associates and the general public.

The Transfer Station Clerk Job Description is attached describing the examples of duties, knowledge, skills and abilities and supervision given with more detail, which terms and conditions will apply to each candidate.

**CITY OF SHELTON JOB POSTING 08232020
HIGHWAYS AND BRIDGES
JOB TITLE: TRANSFER STATION CLERK
YEARLY SALARY: \$33,820- \$59,026**

HOW TO APPLY: Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

MERIT SYSTEM TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. The top (15) candidates who successfully pass the written test will be invited to participate in an oral panel interview. A combined score of the written test, practical test and oral interview will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a Certified Hiring List for at least one (1) year from which the City will hire. All job openings shall be advertised and filled pursuant to the applicable provisions of the City's Merit System Ordinance.

PROBATIONARY PERIOD: The successful candidate shall be subject to a six (6) month probationary period following the first day of work for the City of Shelton.

STARTING SALARY RANGE: \$33,820 - \$59,026 per the Merit System Non-Union Salary Schedule 2019-2020. (Grade 13 of the Merit System).

JOB CLASSIFICATION: This position is subject to the terms and conditions of the City of Shelton Merit System, Ordinance #908 as it may hereafter be amended.

APPLICATION CLOSING DATE: Applications will be accepted through **5:30pm Friday, September 18, 2020** at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer.
EOE/MF