

Civil Division: Oneida-Herkimer Solid Waste Management Authority  
Jurisdictional Class: Competitive  
EEO Category: Administrative Support  
Revised: 05/03/11

## **TRANSFER STATION SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists at one or more of the Oneida-Herkimer Solid Waste Management Authority Transfer Stations. This position involves the responsibility to ensure that solid waste materials are processed in an efficient manner, on schedule, and according to approved procedures. This position involves the inspection of materials received at the Transfer Station, and includes determining and preventing the disposal of unauthorized, disallowed and/or incompatible materials at Authority facilities. The work may include organizing the overseeing of operations on the tipping areas of the transfer station. The work may also include the operation of various plant equipment, as well as, participating in the work of the crew. The incumbent works under the general supervision of the Plant Manager. Direct supervision is exercised over the work of Solid Waste Management Workers, Laborers and Vehicle Operators. The incumbent is responsible for directing, planning and assigning the work of employees involved in these positions. Employee performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises and works with crew in the processing of solid waste materials;  
Supervises and assists in the operation, maintenance, and repair of equipment;  
Inspects equipment regularly to ensure proper operation or condition;  
Ensures that safety precautions are observed and that employees adhere to safety rules;  
Prepares reports on work progress, mechanical defects and repairs, and unusual occurrences requiring emergency action by management;  
Maintains time and work progress records;  
Trains subordinate personnel;  
Performs inspection of incoming materials;  
Ensures that proper procedures are carried out, and enforces rules and regulations of Authority facility;  
Monitors the quality of materials being received by facility and notifies haulers and supervisory personnel of irregularities;  
Prepares a variety of records and reports related to inspection of equipment and materials;  
Takes photographs of materials for documentation of violations;  
Oversees tipping work area to ensure organized operations;  
Provides information to subordinate workers regarding materials inspection and tipping floor operations;  
Removes materials from the waste stream for recycling.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the operation, rules and inspection requirements for solid waste management facilities; good knowledge of the maintenance of large machinery used in operations of facility; working knowledge of occupational hazards and safety procedures concerned with tipping area and operation of large equipment; ability to perform manual tasks requiring eye coordination; ability to operate large machinery and motorized equipment; ability to plan, assign, and direct the work of others; ability to interact with the public and haulers; ability to lift heavy weights; ability to keep records and make reports; mechanical aptitude.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in engineering, manufacturing, mechanical technology, or a closely related field, **AND** one (1) year of experience in the operation, repair, testing and preventative maintenance of materials processing equipment or large manufacturing, hydraulic, electrical or related systems; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience, as described in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience in inspection or operational activities related to solid waste management facilities.

**NOTE:** Verifiable part-time experience as described in (A) above will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** If the position requires operation of a motor vehicle, then the following special requirement applies: Eligibility for an appropriate level NYS driver's license at time of application. Incumbent must possess a valid, appropriate level driver's license at time of appointment. This license must be maintained throughout appointment.