

TRANSFER STATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is the entry level supervisory position in the Division of Environment. The incumbent is responsible for on-site supervision of a County transfer station. Work is performed under the general supervision of the Sanitation Supervisor, with considerable leeway for the exercise of independent judgment in assigning staff to standard tasks. Immediate supervision is exercised over equipment operators and other working staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assigns staff to particular areas and duties;
Ensures that staff schedules are sufficient to meet workload requirements;
Schedules the use of motor equipment to ensure that sites are covered at all times;
Accepts or rejects waste loads according to established criteria;
Categorizes and determines disposal placement of incoming waste materials including recyclable materials;
Keeps records and reports as required;
May perform or assign minor equipment operation or repair;
May perform or assign building and grounds maintenance and repair;
Deals with public users of the transfer station;
Advises haulers of violations of health regulations concerning uncovered loads, files reports of violations and testifies at hearings as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of state rules for refuse disposal; working knowledge of the operation, general maintenance and servicing of heavy motor equipment; ability to plan and supervise the work of others; ability to maintain simple records and prepare reports; ability to understand and follow oral and written directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotional - Candidates must currently permanent in the following title(s) within the department of Public Facilities and held such qualifying title(s) for two (2) years at the time of application **and** appointment:

Carpenter, Motor Equipment Operator, Truck Driver, Airport Maintenance Mechanic or Skilled Road Maintainer.

Open Competitive - Graduation from high school or possession of a high school equivalency diploma **and** either:

- A. Three (3) years experience in the operation of heavy motor equipment in a sanitary landfill environment; OR
- B. Three (3) years experience in the operation of heavy motor equipment in the construction or maintenance of public works projects; OR
- C. Three (3) years experience in the supervision or coordination of public works construction, or public works maintenance projects; OR
- D. A satisfactory equivalent combination of experience as defined by the limits of A, B and C above.

SPECIAL REQUIREMENT: Possession of a New York State Class B CDL with airbrakes certification at time of application, appointment and during service in this classification. Possession of a Class A CDL with "N" endorsement within six months of appointment and during service in this classification.

Revised 5/6/2021

Revised 3/21/2025 (Promo Quals)