

TOWN OF SANBORNTON
TRANSFER STATION
ON-SITE MANAGER
JOB DESCRIPTION

Job Summary:

The On-Site Manager position for the Town of Sanbornton is a working manager who is responsible for the daily operations and functions at the Transfer Station. This position is responsible for overseeing Transfer Station employees in the operation of the transfer station facility.

Essential Duties:

Essential duties and other important responsibilities may include, but are not limited to the following:

~Oversees the daily operation of the Transfer Station in conjunction with the DPW Director, in performing skilled and unskilled duties and activities, including maintaining the flow of work, while performing similar duties and work assignments for the transfer station.

~Prepares and oversees the annual Transfer Station budget in conjunction with the DPW Director, monitors expenditures under the current fiscal budget and review all invoices/bills or other expenses submitted to the Finance Director.

~Prepares yearly reports to the state in conjunction with the DPW Director.

~Coordinate annual testing of groundwater/methane

~Ability to load trucks, coordinate maintenance and equipment of town equipment used at the Transfer Station.

~Order/purchase supplies, trash bags/tags and keep accurate data of inventory

~Develops plans and goals for the Transfer Station and assigns tasks to employees

~ Must be able to perform all job duties and responsibilities of subordinates.

~Keep accurate records for all Transfer Station equipment, maintenance, certifications, reports, hazardous waste and documents that apply to Transfer Station matters.

~ Assist DPW with snow clean up/removal at the Transfer Station, and coordinate any closure information to Town Office Website.

~Coordinates building maintenance for the Transfer Station with the Director of Public Works and/or subcontractors.

~ Attend any trainings needed for continued compliance with certifications needed to operate the Transfer Station

Knowledge, skills and abilities required:

~Knowledge of municipal governmental principals and practices and Town policies and procedures, including but not limited to all safety polices & procedures established by the Town.

~Operates light & heavy equipment, as well as manual and power tools.

~ Knowledge of DES practices and requirements, state and federal regulations, relevant to the operation of the Transfer Station.

~Knowledge of Towns budget and budgeting process, including the ability to prepare a budget for the department and monitor expenditures.

~Ability to organize, prioritize job functions on a daily basis while being a working manager.

~ Proficient in operation of a cash register and other basic office equipment.

~Ability to communicate professionally with all local officials and the general public both orally and in writing.

Supervision received:

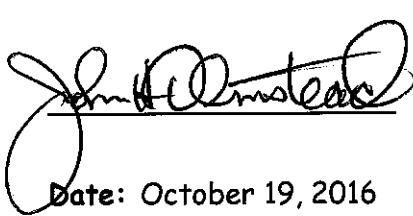
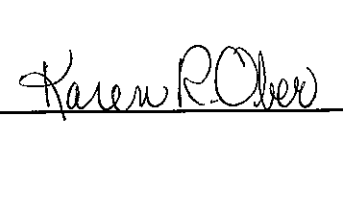
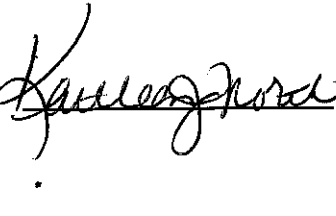
This position works under the general direction of the DPW Director.

Minimum Qualifications:

- ~ A high school diploma or equivalent required.
- ~ Posses a valid New Hampshire drivers
- ~ Management or previous supervisory experience
- ~ Must have or be able to obtain Level I Certification
- ~ Must be able to pass a criminal background check.

TOWN OF SANBORNTON

Board of Selectmen:

Date: October 19, 2016

Employee Signature: _____

_____ Date