

## **Assistant Transfer Station Operator/Roustabout**

### **DUTIES AND RESPONSIBILITIES:**

Works under the immediate supervision of the Transfer Station Operator. Performs duties with a minimum of supervision. The Roustabout is required to perform unskilled work for the Town of Castleton and assist employees in skilled positions.

1. Handling and cleaning underneath and around compactor to ensure ultimate compaction of container and reduce attraction to pests and rodents.
2. Prohibit use of the Transfer Station to any vehicle which is not appropriately identified with a Town of Castleton permit (sticker).
3. Collect, file, and reconcile Transfer Station tickets for residential and commercial haulers.
4. Responsible for cleaning up and maintaining the site in an orderly manner always, including mowing, plowing, shoveling, sweeping, raking, and painting. Switch bins when they are full.
5. Prepare, load, and transport municipal solid waste, demolition/bulky materials, metals, and recyclables to designated disposal areas.
6. Will also serve on the Highway Crew at the discretion of the Road Foreman & Town Manager.
7. Perform any and all other related duties required to support efficient and effective Town of Castleton operations, as required or directed.

### **REQUIREMENTS OF THE JOB:**

1. Thorough knowledge of operations of a multiple speed manual or automatic transmission truck, loader/backhoe, single axle dump truck, and skid steer.
2. Knowledge of traffic laws and regulations involved in equipment operation.
3. Ability to understand and follow oral and written communications.
4. Ability to maintain effective relationships with the public and co-workers.
5. Must have good physical strength and dexterity as well as physical stamina to work under adverse weather conditions and on hilly, rocky, or other varied or difficult terrain.
6. Must possess a valid driver's license and have a good driving record. Responsible to keep their driver's license updated and a copy provided to the Town Manager or his Administrative Assistant upon renewal or upgrades so it can be placed in their personnel file.
7. Basic computer knowledge.
8. Ability to deal firmly, fairly, and effectively with people.

9. General good physical health. Subject to Town of Castleton Wellness Program requirement for annual physicals for those requiring a Commercial Driver's License.
10. Wear personal protective equipment (PPE) as required by vehicle/equipment manufacturer recommendations, OSHA/VOSHA requirements, Department of Transportation recommendations, or otherwise directed by the Highway Supervisor, Road Commissioner, Town Manager, or Emergency Management Director.
11. Provide support to the mechanic, as required, to repair and maintain vehicles and equipment. Responsible for using Town directed forms/logs for before, during, and after operations preventive maintenance checks and services. Responsible for reporting immediately any equipment defects, safety checks, or accidents on Town directed forms/logs.

Nothing in this job description shall require the presence of the Transfer Station Operator or Supervisor.

#### EDUCATION, TRAINING AND EXPERIENCE:

1. Graduation from a standard or vocational high school.
2. Or, an equivalent combination of the above or additional training and experience.