

# **ASSISTANT ROAD AGENT / TRANSFER STATION MANAGER**

## **JOB SUMMARY**

Assists the Road Agent in day-to-day activities (minimum of 20 hours weekly in this capacity) and oversees the Road Agent's responsibilities in their absence. Responsible for managing all aspects of the transfer station (approximately 4-6 hours weekly).

## **LEVEL OF SUPERVISION**

Works under the supervision of the Road Agent and the Select Board.

## **ESSENTIAL DUTIES**

1. Assists Road Agent daily and provides coverage in Road Agent's absence.
2. Has an assigned plow route and assists with plow assignment decisions for town roads.

## **ADDITIONAL DUTIES**

1. Transfer Station Manager is responsible for all employees at the transfer station.
2. Schedules disposal of all materials at transfer station.
3. Schedules shipping of all recycling as well as getting the best price for recycling.
4. Responsible for all licenses and renewals for employees.
5. Schedules annual maintenance of all equipment.
6. Makes repairs to equipment if possible or notifies the proper repair person.
7. Ensures that the transfer station is maintained as a clean and responsible environment.
8. Oversees the town hall building for general conditions and makes or arranges for repairs. This includes making simple repairs or securing pricing and/or bids for repairs if it is outside the scope of the manager.
9. Reporting and budgeting using word documents and spreadsheets.

## **REQUIRED KNOWLEDGE AND SKILLS**

1. Proven work experience as a manager.
2. Working knowledge of all equipment (backhoe, skid steer, chipper etc).
3. Adherence to health and safety regulations.
4. Possesses good teamwork and communication skills and attention to detail.
5. Ability to work independently.
6. Ability to assist the public or have knowledge of who to find to assist the public and other departments.
7. Ability to make decisions in Road Agent's absence.
8. Working knowledge of MS Office, Google Suites and department budget.

### **REQUIRED MINIMUM QUALIFICATIONS**

1. High School Diploma or equivalent.
2. Willing to work long hours in all types of weather conditions.
3. Ability to communicate with the Select Board and the public.
4. Hold a valid CDL B drivers license with air brake endorsement.
5. Ability to obtain a NH Solid Waste operators level 1 license within one year of hire.

### **PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

1. Ability to lift/carry 50 lbs and work in a strenuous and noisy environment.
2. Ability and willingness to work in adverse weather conditions.
3. Ability and willingness to work long hours, including days, night, weekends and holidays.

### **SENSORY REQUIREMENTS**

1. In order to safely operate equipment and machinery, must possess the ability to speak and hear clearly and communicate effectively with peers and Management.