



Job Title	Transfer Station Manager
Department	Public Works
Location/Type	Field, Tue-Sat
Supervisor	Nicholas Nadeau, Town Administrator
Pay Range	\$26 +/- per hour, full-time with benefits

JOB SUMMARY

The Transfer Station Manager is a full-time position with the Town of Blue Hill and is responsible for the supervision and success of the Blue Hill/Surry Transfer Station. This position requires scheduling and supervising employees, ensuring day-to-day operations run smoothly, and keeping the station and subsequent operations in compliance with all related regulations. Work is performed under the supervision of the Town Administrator and is governed by a Solid Waste Committee comprised of representatives from the Blue Hill and Surry Town Select Boards.

DUTIES AND RESPONSIBILITIES

- Supervises and ensures all Transfer Station staff are adequately trained in the operation of the station, safety protocols, and all local, state, and federal regulations relating to the solid waste disposal
- Maintains records of Transfer Station operations and schedules deliveries and removal of storage containers, recyclables, misc. items (scrap metal, demo, etc.)
- Collects and transfers fees for services to the Blue Hill Town Office weekly
- Checks vehicles for Blue Hill/Surry Transfer Station stickers are present and current (color)
- Interacts and assists the public in a friendly and helpful manner
- Operates Transfer Station equipment (mobile and stationary machines)
- Promotes recycling of cardboard, newsprint, and glass, as well as use of the 'Reuse Room'
- Performs necessary maintenance on equipment and plant.
- Ensures Transfer Station is cleaned regularly and in presentable condition at all times
- Prepares reports and documents at the request of the Town Administrator and Solid Waste Committee Board

QUALIFICATIONS

- Considerable knowledge or experience in a setting related to public works.
- Considerable experience in a supervisory role.
- Knowledge of basic municipal structure and practices.
- Knowledge of machinery and general maintenance.
- Knowledge of hazards and applicable safety regulations in equipment operation.
- The ability to interact with the public in a friendly and helpful manor.
- The ability to schedule, manage, and support staff.
- The ability to maintain records and prepare reports as well as communicate effectively.

TO APPLY

Please submit a cover letter and resume to nnadeau@bluehillme.gov or mail to the Blue Hill Town Hall ATTN: Nicholas Nadeau, 18 Union St. Blue Hill, Maine 04614. Application reviews will start immediately.