

Job Title: Transfer Station Manager

Location: Blue Hill, Maine

Department: Public Works

Pay Range: \$28 per hour (DOE), full-time with benefits

Job Summary

The Transfer Station Manager is responsible for the supervision and success of the Blue Hill/Surry Transfer Station. This role involves supervising employees, ensuring smooth day-to-day operations, scheduling, administrative duties, and maintaining compliance with all related regulations.

Duties and Responsibilities

- **Supervise Staff:** Ensure all staff are trained in safety protocols and regulations.
- **Operations Management:** Oversee the receipt and transfer of waste, maintenance of equipment, and cleanliness of the facility.
- **Compliance:** Maintain compliance with local, state, and federal regulations.
- **Customer Interaction:** Assist the public in a friendly and helpful manner.
- **Record Keeping/Administrative tasks:** Maintain records of operations, schedule deliveries, and manage fee collections.

Qualifications

- **Experience:** Considerable experience in public works or a related field, with management experience.
- **Knowledge:** Understanding of municipal structures, machinery, and safety regulations.
- **Skills:** Strong communication, organizational, and management skills.

How to Apply

Please submit a cover letter and resume to jatwell@bluehillme.gov or mail to the Blue Hill Town Hall ATTN: J. Atwell, 18 Union St. Blue Hill, Maine 04614.