



JOB DESCRIPTION

Position Title:	<u>Transfer Station Superintendent</u>	Department:	<u>Operations</u>
FLSA Status:	<u>Exempt (Salary)</u>	Reports To:	<u>Facility Manager, TSC</u>
Grade:	<u>17</u>	Working Status:	<u>Full Time</u>
Effective Date:	<u>February 2019</u>		

Job Summary:

The Transfer Station Superintendent is responsible for assisting with all daily operational activities pertaining to the operation and maintenance of the Transfer Station facility.

Job Responsibilities:

- Support LCSWMA's mission, philosophy, and commitment to the community by embracing these values and modeling them for your team. Foster a positive work environment with an emphasis on a culture of collaboration, innovation, safety, and wellness.
- Advance LCSWMA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities.
- Effectively operate facility within LCSWMA and regulatory parameters.
- Assist with organizing work for staff, develop short-term plans, and anticipate potential problems to reach the goals of the department to work towards proactively planning for risk mitigation.
- Assist with managing personnel for daily duties to ensure optimal performance of the facility and to accomplish facility goals.
- Conduct interviews, hire and maintain competent employees to optimize the performance of the department with the right people and capabilities.
- Manage safety supplies and inventory, ensuring purchases are within budget.
- Ensure accuracy of invoices and code accordingly.
- Continuous implementation of operational ideas and adjustments to personnel schedules to improve daily operations and maximize efficiency.
- Effectively communicate to the staff and customers in order to clarify LCSWMA policies and procedures as it relates to the Transfer Station Facility.
- Be responsible for maintaining a safe work environment to avoid accidents or/and incidents.
- Assist all personnel in the proper execution of their required tasks to avoid accidents or incident during the work.
- Complete and authorize weekly time cards for facility personnel as a back-up to Facility Manager.
- Develop and institute staff training to ensure optimum staff performance.
- Effectively communicate all activities and concerns to the Facility Manager, TSC to avoid operational inefficiencies and achieve the goals of the department.
- Maintain accurate and complete daily log and operational reports for facility for business planning purposes as a back-up to Facility Manager.
- Collect information on and check for proper equipment and supplies to be available for performance of all daily activities to guarantee the optimal performance.
- Account for employees, equipment, and proper end-of-day procedures when closing the facility.
- Maintain knowledge of acceptable waste streams to prevent unauthorized waste types from being delivered to the facility to prevent penalties from the Authority.

- Report all accidents/incidents to appropriate personnel in a timely manner to ensure corrective actions including the Facility Manager, TSC.
- Learn and maintain working knowledge of PC Scales software program and monitor daily scale house



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operations to meet business objectives for the facility.

- Monitor two-way radio transmissions for relay of messages between facility workers and truck drivers, and for emergency calls. Contact appropriate authorities in emergency situations.
- Accompany all PADEP Inspectors and regulatory personnel and prepare timely and accurate written documentation on inspections to ensure all processes are aligned with policies and procedures, as a back-up to Facility Manager.
- Aid with the implementation of all remedial activities as required by PADEP regulations to ensure compliance.
- Understanding of the LCSWMA Environmental Management System (ISO 14001).
- Effectively communicate the EMS policy to staff and outside vendors and contractors.
- Operate facility within LCSWMA, ISO 14001, and regulatory parameters.
- Advance LCSWMA's reputation and brand in the community by regularly participating in organizational outreach activities.
- Support a culture of safety by performing all responsibilities in accordance with LCSWMA safety policies and procedures and take a proactive approach to ensure a safe working environment for employees and customers.
- Willing and available to respond 24/7 to facility issues/emergencies.

Education, Training, Certification or Experience:

- High School degree with 3-5 years of experience in similar position or related field or a comparable combination of education and experience.
- CDL Class A license.

Technical Competencies:

- Basic customer-facing, presentation and negotiation skills
- Basic written, verbal, and non-verbal communication skills
- Good organizational, analytical and problem solving skills and the ability to work independently with limited supervision
- Good working knowledge of grounds maintenance techniques and equipment.
- Good math, reading, and writing comprehension.
- Able to obtain and maintain DOT medical card.
- General knowledge of DOT and Preventive Maintenance requirements for trucks.
- Ability to obtain SWANA Certification for Transfer Station Design and Operation.



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Behavioral Competencies:

- **Drive for Results:** Focuses on assessing, measuring and improving performance. Shows drive and determination to meet short- and long-term goals. Specifically, improves performance; for example, enhancing and improves the efficiency and effectiveness of processes
- **Conceptual Thinking:** Thinks through issues by seeing the pattern or big picture, brings facts and ideas together, and develops innovative or creative insights. Specifically, sees patterns or trends; for example, spotting recurring problems.
- **Teamwork and Collaboration:** Works cooperatively as part of a team and collaboratively with peers, internally and externally. Specifically, has positive expectations; for example, understanding the pressures and constraints on peers in their team and beyond.
- **Attention to Detail:** Manages, tracks and attends to multiple pieces of information, bringing order and clarity. Specifically, monitors others' work; for example, checking to ensure that procedures are followed.
- **Approach to Thinking:** Thinks through situations of varying degrees of complexity and ambiguity, in order to understand them clearly. Specifically, sees basic relationships; for example, identifying simple cause and effect, or pros and cons.
- **Customer Focus:** Identifies and meets the needs of internal and external customers, being continually focused on outcomes for customers. Specifically, corrects problems; for example, communicating with customers regarding expectations, to monitor delivery and satisfaction.

I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all inclusive list of responsibilities, skills efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.

Employee Name: _____ Signature: _____ Date: _____

Manager Name: _____ Signature: _____ Date: _____