



July 18, 2022

TOWN OF REDDING

Job Posting: Transfer and Recycling Center Coordinator

The Town of Redding, CT (population 9,200) is seeking a Transfer and Recycling Center Coordinator.

This is a full-time position based on a 32-hour work week, with benefits. Hours of operation: Monday, Wednesday, Friday & Saturday 7:15AM – 3:15PM.

Salary

Depending on qualifications and experience, salary ranges between \$18-\$20 /hour.

Minimum Qualifications

High School diploma or equivalent.

One year of experience as a Transfer Station Attendant/Driver or an equivalent combination of education, training, and experience.

Objectives

Under supervision of the Director of Public Works, assists in the operation and supervision of the Transfer and Recycling center. Supervise attendants, assists residents, handles volume pricing, and run cash register. Ability to operate a backhoe, forklift, compactor, computer, chain saw & other tools.

Special Requirements

Working knowledge of Transfer /Recycle Center.

Must maintain all necessary certifications: scale operator, forklift, valid driver's license & CT DEEP certified operator permit.

Required Knowledge, Skills, and Abilities

Working knowledge of the operations, maintenance requirements, and safety precautions common to machinery and equipment used. Ability to operate equipment skillfully, safely and without abuse to the equipment. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form. A working knowledge of the work hazards and safety practices relating to light and heavy equipment operation. Ability to understand and implement local, state, and federal laws. Ability to supervise and plan the work of others, and to complete required reports.

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100 Hill Road, Redding, CT 06896



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Essential Job Functions:

- Maintain weekly schedules
- Supervises permanent employees and part time or on call crew as needed
- Maintains inventories for all necessary recycling items.
- Maintains and updates all vendor records.
- Assists and directs residents within the facility.
- Ability to run cash register, cash out at the end of the day and run collection reports.
- Good communication skills with residents, vendors & employees.
- Ability to operate equipment including backhoe, forklift, and compactor.
- Follows a solid waste management plan to obtain maximum use of facilities.
- Ensure equipment is in working order & schedules service with mechanics.
- May operate trucks and equipment to plow and sand in winter snow removal and to haul materials.
- Maintains all safety levels and security standards as determined by the Director.
- Observes materials being disposed of and prevents the disposal of dangerous or caustic materials; or removes such materials when identified; and takes precautionary measures to warn employees and members of the public of hazardous nature of materials.

Required Equipment Operation

Ability to operate transfer station equipment including backhoe, forklift, compactor, various hand tools and other related equipment. Operates a computer and cash register when needed. Use a chain saw and related equipment for general maintenance work.

Required Physical Effort

Continuous physical effort required in performing duties, requiring walking, standing, and lifting while performing work under varying conditions including exposure to inclement weather with some disagreeable factors in both situations such as dust, dirt, grease, heat and cold.

Ability to lift and/or carry objects of medium to heavy weight. Some highway driving may be required to carry out duties. Ability to drive heavy equipment.

Selection Process

All appointments and promotions shall be made according to merit and fitness for performing the functions of the position, including factors such as education, experience, aptitude, knowledge, character, ethics, references provided, or other qualifications that would determine the best candidate for the position. Offers of employment are contingent upon satisfactory results on a background check and verification of information on the employment application.

Interested parties should fill out an application, found on the Town of Redding website and submit by email to:

James Gracy, Director of Public Works
jgracy@townofreddingct.org

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