

January 2019

## **TRANSFER STATION MANAGER**

### **NATURE OF WORK**

Manages and directs the overall operations of SPSA's transfer stations and scalehouse providing services to municipal and private customers in accordance with governing solid waste management laws and regulations. Coordinates with other departments to ensure a smooth and efficient operation in receiving and removal of solid waste. Also coordinates general work plans and transfer stations holiday schedules with the community's solid waste departments and transportation.

Work is performed under the supervision of the Deputy Executive Director.

### **CRITICAL ELEMENTS OF PERFORMANCE**

Responsible for the safe and efficient operation and maintenance of all buildings, grounds, roads, and equipment in designated areas of operations.

Generates general work plans, schedules and coordinates solid waste disposal activities with public and commercial collectors using these facilities.

Develops plans for personnel, equipment, and facility needs and makes recommendations to the Deputy Executive Director.

Coordinates transportation and equipment maintenance needs with the Fleet Manager.

Ensures conformity to federal, state, and local laws and standards for collection, transportation, and disposal of solid waste.

Maintains open and effective communications with Transportation, Environmental Management, Fleet/Equipment Maintenance, Landfill, & other SPSA departments to coordinate operations. Acts as liaison and coordinates activities with outside contractors and other external contacts.

Selects, trains, motivates, supervises, disciplines, and evaluates assigned personnel in accordance with SPSA's policies and applicable employment and EEO laws. Enforces and administers SPSA policies, safety program, and security procedures within assigned areas of responsibility.

Plans, assigns, and supervises the work of assigned personnel and coordinates operation of all transfer stations and scale house.

Prepares Scale Attendant schedules to ensure sufficient coverage during operating hours.

Conducts monthly meetings with Scale Attendants and Transfer Station Supervisors.

Verifies that all data has been keyed properly prior to daily batch downloading.

Assists in the preparation of the annual operating budget for SPSA's Transfer Stations and controls expenditures within budget limitations. Prepares the budget for the scalehouse operations.

Performs other duties as needed and/or required.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM JOB

Thorough knowledge of all aspects of operating a high volume solid waste transfer system to include hazardous wastes, traffic control, unloading procedures, reloading, and operation and maintenance of heavy equipment.

Reviews data and reports to ensure that scales and recording devices are operating properly. Coordinates necessary repairs with appropriate SPSA departments and/or outside vendors.

Works with site supervisors to ensure smooth operations, excellent customer service, and adequate scale house coverage during all hours of operation.

Coordinates relief schedules for all SPSA Scale Attendants and helps outlying transfer stations (FTS and IWTS) to cover the scales when the Transfer Station Supervisor needs assistance.

Acts as a central contact for Scale Attendants to assist with informing customers of disposal policies, tipping fees, and proper disposal procedures.

Thorough knowledge of and skill in supervisory practices and the ability to relate well to staff in a supervisory relationship and apply accepted supervisory principles and practices.

Knowledge of EEO principles and practices and how they apply to the workplace.

Knowledge of federal, state, and local rules and regulations governing solid waste handling and proper safety procedures for protection of employees, the using public, and the environment.

Ability to collect and analyze data pertaining to staffing, budget, productivity and other related data and initiate changes based on them.

Ability to maintain necessary records and create reports.

Skill in interpersonal relations and the exercise of good judgment and discretion in order to deal effectively with employees, vendors, customers, government officials, and the general public.

Skill in organizing, scheduling, and monitoring the progress of assigned work.

Skill in communicating effectively, both orally and in writing.

### MINIMUM QUALIFICATIONS

An associate degree in business management or equivalent experience with an additional eight years of experience in managing the operation and the application of heavy construction equipment. Qualified candidates must possess or have the ability to obtain a Class I Waste Management

Facility Operator License issued by the Commonwealth of Virginia within six months of employment. Previous solid waste management experience is preferred.

Possess a valid driver's license with a demonstrable safe driving record. As this position may require operating a motor vehicle owned by, leased by or loaned to SPSA; all policies, rules and directives concerning personal driving records, motor vehicle violations and the reporting thereof will be strictly enforced.

Must be able to perform all essential functions of the job.

## ACCOUNTABILITIES

### TRANSFER STATION MANAGER

1. Effectively plans, coordinates and manages the operations of SPSA's Transfer Stations and Scalehouses. Ensures the safe and efficient operation of all transfer stations and associated equipment. Ensures adequate resources for the operation of all transfer stations and scale houses including personnel and equipment. Provides timely and accurate oral and written reports and information about plans, progress, and problems. Administers transfer station and scale house operations within budget, and looks for ways to make existing operations more cost effective.
2. Demonstrates effective supervisory skills, selects, trains, develops, motivates, and evaluates the performance of assigned personnel to achieve established objectives. Ensures compliance with SPSA policies and procedures. Ensures all EEO principles, laws, and policies are followed. Prepares clearly written annual performance evaluations in a timely manner. Fosters a positive team atmosphere by exhibiting fairness, personal commitment, and dedication to the department. Inspires employees to consistently produce outstanding work and provide exceptional customer service.
3. Maintains current knowledge of management practices and topics by regularly attending management training seminars offered by internal and/or external sources. Provides a positive example for assigned staff by executing job duties in a professional manner. Develops assigned staff to their fullest potential. Monitors the work output of assigned staff and provides both praise and constructive criticism as appropriate. Completes assigned performance appraisals and other tasks in a timely manner.
4. Maintains clear and concise communication and courteous, professional relationships with co-workers, SPSA employees at all levels of the hierarchy, government officials, vendors, and external customers. Exhibits skill in interpersonal relations and the exercise of good judgment and discretion in order to deal effectively with people of diverse backgrounds and experience levels.
5. Follows SPSA policies and procedures. Maintains any required training and licenses. Demonstrates SPSA's mission statement and shared values in daily actions, service, appearance, and attitude. Represents the department in a manner which demonstrates pride, competence, integrity and professionalism.

**AMERICANS WITH DISABILITIES ACT  
ESSENTIAL FUNCTIONS LIST**

**JOB TITLE: Transfer Station Manager**

ESSENTIAL FUNCTIONS		MENTAL, PHYSICAL AND EQUIPMENT REQUIREMENTS	% OF TIME
1.	Plans and manages operations of SPSA's transfer stations and scale-houses. Review and analyze data and create reports. Budget planning/management.	Ability to read, write, and comprehend, assemble and gather data then analyze and make adjustments. Ability to communicate both orally and in writing. Valid Virginia driver's license and ability to drive an automobile or pick-up truck safely. Physical ability to operate a motor vehicle. Mathematical and analytical ability. Manual Dexterity to use keyboard, telephone, cell phone, calculator, and a personal computer.	40%
2.	Hire, train, supervise, and evaluate assigned personnel.	Mental ability to read, write, analyze, and interpret data then present to employees in a clear manner. Interpersonal relations skills and ability to organize, coordinate, evaluate and direct.	15%
3.	Coordinates and oversee transfer station and scalehouse equipment. Follow hazardous waste and safety procedures.	Ability to read, write and comprehend, assemble and gather data then analyze and make adjustments. Ability to walk, stoop, bend, reach and lift 25 pounds.	20%
4.	Coordinates transportation and equipment maintenance needs with appropriate departments.	Ability to read, write and comprehend. Must have good communication skills both orally and in writing. Interpersonal relations skills and ability to prioritize, plan, and coordinate.	15%
MARGINAL FUNCTIONS		MENTAL, PHYSICAL AND EQUIPMENT REQUIREMENTS	% OF TIME
1.	Perform duties of subordinate supervisors.	Physical stamina to climb ladders, operate and perform maintenance checks on equipment and components. Mental ability to read, write and comprehend. Hand/eye coordination.	3%
2.	Administrative tasks.	Mathematical and analytical ability. Manual Dexterity to use keyboard, telephone, cell phone, calculator, and a personal computer.	5%
3.	Special projects as assigned.	Verbal and communication skills, interpersonal skills, ability to organize, coordinate and direct subordinates to meet deadlines.	2%

**ADA STATEMENT**

The specific position requirements will determine whether the function is essential or marginal, and it may vary for positions with the same job title.

This is not an expressed or implied contract for employment and does not alter the "at will" status of SPSA employment. I have read and understand the job description and stated job functions and certify that I can perform all the essential functions of the position for which I am applying with or without a reasonable accommodation. I understand SPSA management reserves the right to change or modify the job duties and content of all SPSA positions, as it deems necessary, in its sole discretion. If there are essential functions which I cannot perform, I acknowledge it is my responsibility to request a reasonable accommodation during an employment interview if I am asked to demonstrate my ability to perform the essential functions of the job, or after a job offer is made, and that SPSA management will evaluate any such request to determine whether or not the accommodation would create an undue hardship.

Applicant/Employee Signature:	Date:
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Please Print Name:



**Department of Human Resources**  
 723 Woodlake Drive  
 Chesapeake, VA 23320  
 Office (757) 420-4700, FAX (757) 962-7695  
<http://www.spsa.com>

## APPLICATION FOR EMPLOYMENT

**Effect of Nondisclosure:** Because this application requests both optional data (other skills, training, etc) and mandatory data (qualifications, biographical, etc.), it is in your best interest to answer all questions. Omission of any items means you might not receive full consideration for a position in which this information is needed. A misstatement of material facts on the employment forms may be used as grounds for not employing you or for dismissing you after you begin work. All statements are subject to investigation. All information you give will be considered in reviewing your employment forms.

### PERSONAL INFORMATION

Position Applied For:	Req #:	Position #:
Name:		
Last	First	Middle
Address:		
Number/Street	City	State      Zip Code
Primary Contact Number: (      )		check one:    home    work    cell    pager
Alternate Contact Number: (      )		Best time to reach you:

	Yes	No
Are you currently employed by SPSA?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed by SPSA? If Yes, please give dates of last employment: From:                        To:                        Position Held:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any relatives currently employed by SPSA? If Yes, please give name, relationship, and department:	<input type="checkbox"/>	<input type="checkbox"/>
Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>
If No, do you have the legal right to work in the United States?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a <b>Felony</b> <input type="checkbox"/> or <b>Misdemeanor</b> <input type="checkbox"/> (including driving-related convictions)? If Yes, please explain and list city, state, and date of every conviction:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any <b>Felony</b> <input type="checkbox"/> or <b>Misdemeanor</b> <input type="checkbox"/> charges pending against you (including driving-related charges)? If Yes, please explain and list city, state, and date of every pending charge:	<input type="checkbox"/>	<input type="checkbox"/>

### COMPUTER SKILLS

Indicate Software Skills & Proficiency level: Indicate level as Beginner, Intermediate, or Advanced under each application as necessary.	Word <input type="checkbox"/>	Excel <input type="checkbox"/>	Access <input type="checkbox"/>	Power Point <input type="checkbox"/>
List any additional software experience:				
No previous computer/software experience <input type="checkbox"/>				







## PRIVACY ACT NOTICE

This information is provided pursuant to the Privacy Protection Act of 1976, under Virginia Code, Section 26, for individuals supplying information to include in a system of records. The authority to collect information requested by this form is derived from the Southeastern Public Service Authority (SPSA) administrative policies. The principle purpose of employment forms is to collect information needed to determine qualifications, suitability, and availability of applicants for SPSA employment and of current SPSA employees for reclassification, transfer, promotion, and demotion. Your completed application may be used to examine and/or assess your qualifications; to determine if you are entitled to employment under certain laws and regulations and any applicable requirements; and to contact you concerning availability and/or an interview. All or part of your completed employment form may be disclosed outside the Department of Human Resources to:

- Executive Director and staff or supervisor upon a request for a list of eligibles to consider for employment, reinstatement, reemployment, transfer, promotion, or demotion.
- SPSA investigators to determine your suitability for SPSA employment.
- Federal, state or local agencies to create other personnel records after you have been employed by SPSA.
- Appropriate federal, state, or local agency to the extent the information is relevant to the requesting agency's decision.
- A requesting federal, state, or local law enforcement agencies charged with the responsibility of investigating a violation of the law.
- Anyone requesting statistical information (without your personal identification) and for statistical reporting within the confines of SPSA.
- Any requesting information system after obtaining your voluntary release and the requesting company's assurance for the information protection.

**Information regarding disclosure of Social Security Number, if applicable.** Disclosure of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or process that you are seeking. Solicitation of the SSN by SPSA is authorized under the provisions of the Social Security Act. Your SSN will be used primarily to identify your records on file with SPSA and to report wages earned, required by law.

## ACKNOWLEDGMENT AND CERTIFICATION

- I certify eligibility for employment under the Immigration Reform Act of 1986.
- I acknowledge the Privacy Notice above concerning my application with SPSA.
- I acknowledge, understand, and agree that SPSA has the authority, in accordance with the Fair Labor Standards Act, to award compensatory time at the time and one-half rate in lieu of overtime worked under SPSA's overtime policy for non-exempt employees.
- If employment is offered by SPSA, such employment shall be conditional upon successful completion of a job-related physical, drug screen, criminal background check, and certain waiting periods, in addition to a one year period for access to portions of the grievance procedure. I understand that during my employment with SPSA, I shall be subject to all policies and procedures of SPSA (a copy is available for review). I understand that SPSA retains its right to add, delete, or modify any policy, procedure, or benefit pertaining to employment. I understand that employment is not for a specific or definite term, but that my employment is terminable at will, by me or SPSA, at any time, for any reason, including such factors as unsatisfactory performance, conduct, continued need for the position, or any other facts as determined by SPSA to be in the best interest of SPSA. I understand that no contract of employment will alter my "at-will" relationship with SPSA except the Executive Director of SPSA may enter into any agreement for employment that may modify this "at-will" relationship only if such agreement is in writing and signed by me and the Executive Director.
- I, the undersigned, hereby authorize SPSA to contact firms or agencies I have indicated and to investigate background information which is pertinent to my employment and to hold harmless and release those firms or agencies from any claims for damages of any kind that may occur to me by reasons of furnishing such information.
- By typing my name below, I understand that I am applying my electronic signature and certifying that this application was completed by me and that all statements made in this application and any other pre-employment statements are true to the best of my knowledge and belief. I understand that any misstatement or omission of material facts therein may forfeit consideration for employment with SPSA or be grounds for my discharge once employed.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Receipt by \_\_\_\_\_ Date \_\_\_\_\_

**The Southeastern Public Service Authority complies with EEO/ADA guidelines  
and is a drug-free workplace.**