TOWN OF SCITUATE
POSITION DESCRIPTION

Position Title: Foreman – Scituate Transfer Station

Statement of Duties

Position is responsible for coordinating the activities of the employees engaged in running and maintaining the Transfer Station (Waste and Recycling). The Foreman schedules and oversees the daily operations of the station, schedules the repair and maintenance of the equipment, maintains accurate records in compliance with State and Federal permits, schedules pickups and deliveries of waste with venders and oversees the closeout/cash operations of the register.

Supervision

The Foreman works under the general supervision of the Transfer Station/Engineering Supervisor. The incumbent has responsibility for and uses discretion in determining short-term work priorities and daily duties for the other staff members of the team. The incumbent carries out assigned responsibilities independently, exercising judgement and adapting to particular requests. He/she is knowledgeable of, and adheres to departmental procedures and state/federal rules and regulations.

Job Environment

Work is performed for the most part outdoors with exposure to variable weather, conditions and hazards associated with heavy equipment and the handling of municipal waste. The position requires the ability and licenses to operate machinery such as trucks, backhoes, loaders, compactors, etc. Administrative work is sometimes required to maintain records, develop work schedules, file incident reports and register closeout. The Foreman has frequent contact with residents and users of the Transfer Station and should have good communication skills in responding to requests or complaints.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Plans and coordinates weekly work activities for the Transfer Station team.
- Schedules and performs regular maintenance on all equipment and vehicles
- Properly operate recycling equipment
- Ensure objects are disposed of in an appropriate manner
- Review cash register operations and closeout/deposit
- Has frequent contact with vendors, suppliers and commercial equipment repair organizations.

Recommended Minimum Qualifications

Education and Experience

- Any combination of education or experience required to successfully complete the above noted tasks.
- Massachusetts Driver's License
- Able to perform tasks in varying weather conditions
- Able to perform physical activity
- Able to work weekends, holidays and overtime hours as required

Licenses/Certifications:

MA Driver's License
MA Class B Commercial Driver's License
MA Hoisting Engineer's License