

TIADAGHTON AREA TRANSFER STATION FOREMAN

The purpose of this Job Description is to outline the responsibilities of a TATS Foreman, to define the areas of review to be covered during a performance evaluation, and to list the minimum requirements for filling this position.

RESPONSIBILITIES

In summary, the TATS Foreman shall report to the Tioga County Operations Manager and shall have overall responsibility for the Transfer Station operations. This will include preparation of daily work log sheets, employee's time approval and scheduling, monthly reports of on work site operation and equipment utilization and progress reports towards designated goals; operations and maintenance of all NTSWA owned, rented or leased equipment, maintaining and keeping inventory on designated sites, shop equipment and site office with the necessary hardware, spare parts, oils and fuels. The Foreman shall be knowledgeable of each job description or classification designated to his or her supervision. This is a working Foreman position that will require driving truck.

SPECIFIC DUTIES

The Foreman shall operate and maintain the Transfer Station in accordance with PA regulations and in such a way that no DEP citations are received. In summary, these include:

1. Maintain the Recycling containers.
2. Keep dump area and work areas clean and free of debris.
3. Construct and maintain litter control structures and pick up litter.
4. Maintain all erosion and sediment control structures, grassed areas and landscaping.
5. Remove recyclable materials from disposed refuse.
6. Keep all interiors and exteriors of buildings clean and well maintained.
7. Make repairs on buildings as needed and within approved budgets.
8. Operate trucks and equipment in a safe, courteous, and legal manner.
9. Keep equipment and vehicles clean in appearance and neat.
10. Maintain Transfer Station.
11. Run transfer station trailer and routes as needed.
12. Operate scale house in weighmasters absence.
13. Maintain, wear, and replace when required ALL safety equipment issued by the NTSWA for the carrying out of work responsibilities. These include but are not limited to high visibility clothing, ear protection, eye protection, dust mask, gloves, etc.
14. Develop and maintain good working relationships with refuse haulers and customers and serve as a source of instruction and information to site customers and visitors
15. Attend monthly NTSWA meetings as required.

B. SUPERVISION DUTIES

The Foreman shall supervise all the employees at the site which includes but is not limited to:

16. Directing the work assignments of Equipment Operators, Truck Drivers, Laborers, Weighmasters and other personnel assigned to the site.
17. Develop and maintain NTSWA Refuse and Recycling collection routes for individual, commercial, institutional, and industrial customers with NTSWA owned collection and transport equipment. This shall be done in compliance of all Federal, State, and local laws.
18. Evaluate the quality and quantity of work of each employee regularly (throughout the year) and provide informal positive or corrective feedback in a timely manner.
19. Conduct the annual performance evaluation for each subordinate using the procedures set forth in the NTSWA performance evaluation system.
20. Keep a written record of performance deficiencies that may occur between the annual performance evaluations and telling the subordinates what actions he/she needs to take to correct the deficiencies.
21. Provide the necessary staff training and or make recommendations for the kind of training that should be provided.
22. Make recommendations to the Executive Director and Human Resource Manager concerning job applicants, promotions, salary changes, discipline, and dismissals.
23. Adhere to and administer all policies and procedures set forth by the Northern Tier Solid Waste Facility including the Code of Employee Conduct and Code of Ethics

QUALIFICATIONS AND REQUIREMENTS

1. High school diploma or equivalent
2. PA Drivers License Class A with Air Brakes. Must be able to maintain licensing requirements.
3. Must have current Federal DOT Medical approval and be able to maintain it.
4. Must meet pre-employment MVR check in accordance with NTSWA policy and maintain compliance.
5. Must pass pre-employment drug and alcohol testing and participate in random, reasonable suspicion, and post accident drug and alcohol testing.
6. Reasonable Suspicion Drug and Alcohol Training for Supervisors.
7. Knowledge of PA DEP solid waste rules and regulations.
8. General First Aid Certificate (updated as required)
9. Two years' experience with heavy equipment operation and maintenance.
10. Knowledge and understanding of PA DEP water quality, air quality, and other rules and regulations as it pertains to the operation, maintenance of the designated sites activities and the NTSWA goals (Preferred)

11. Requires medium to heavy physical strength and must be in good physical condition, able to work in all types of weather conditions, odorous environments and rigorous physical labor conditions including occasionally lifting up to 70 pounds.
12. Physical demands require frequent sitting, standing, walking, talking, hearing, and eye/hand/foot coordination with occasional lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, and reaching.
13. Must be computer literate and have the ability to operate scale house and obtain weighmasters license.
14. Cash handling experience preferred and the ability to be bonded required.
15. Be a reliable and conscientious employee.
16. Must be able to develop a respectful and professional relationship with subordinates, fellow employees, customers, and visitors.
17. Ability to communicate effectively both verbally and in writing and work as part of a team.
18. Previous supervision experience preferred.

Date Reviewed with employee: _____

Employee Signature: _____

Executive Director Signature: _____

** At will employment status: This job description is not intended in any way to create and does not create a durational term of employment or an employment contract, express or implied, between the employee and the Northern Tier Solid Waste Authority. Nor does it limit or restrict NTSWA with respect to the creation or termination of relationships with its employees. As an employee-at-will, employment with NTSWA may be terminated at any time, with or without cause and without notice by the employee or the NTSWA.

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