



Town of Hanover
Department of Public Works
495 Hanover Street
Hanover, Massachusetts 02339-1693
Telephone 781-826-3189 Fax 781-826-8915

Victor J. Diniak
Director of Public Works

Kurt Kelley
Deputy Superintendent
Field Operations

Neal Merritt
Deputy Superintendent
Water Operations

TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Fire Department, Police Station, Council on Aging and the Town's Website

FROM: Victor Diniak, Director of Public Works

DATE: February 9, 2024

Job Posting

Transfer Station – P5 Equipment Operator

The Town of Hanover Department of Public Works seeks a skilled equipment operator for work at the Hanover Transfer Station. Essential duties and responsibilities include, but are not limited to: safe and efficient operation of all Transfer Station hydraulic and mechanical equipment (including loaders, backhoes, compactors, scales, & CDL Trucks), daily normal maintenance of Transfer Station equipment and facilities, keeping accurate records of Transfer Station activities & materials, and participation in the Town's snow & ice removal operations.

This is a full-time, hourly rate position which is covered under the Hanover Department of Public Works, AFSCME; \$28.32 per hour (P-5, Step 1); and requires a full commitment to regular operating hours at the Transfer Station (Friday – Tuesday). Additionally, applicants shall be willing to respond to Town-wide off-hour emergencies and support other DPW Divisions as needed or directed, including Snow & Ice Operations.

Applicants shall possess and maintain a valid Massachusetts Class A CDL with air brake endorsement and a Class 2B Hosting Engineer's License.

Apply in person at the DPW Administrative Office, 495 Hanover Street, Hanover, MA 02339. Office hours are Monday thru Friday, 8 am to 4 pm. Deadline for application is February 23, 2024, **or until the position is filled**. A complete job description is attached.

The successful candidates must also pass and maintain a clean status with CORI and other background checks as a condition of employment.

JOB DESCRIPTION

Job Title: Skilled Equipment Operator – Transfer Station - P5
Department: Department of Public Works
Reports To: Transfer Station Foreman
FLSA Status: Non-Exempt
Prepared By: DPW Superintendent and Union Representatives
Prepared Date: 10/2006
Approved By:
Approved Date:

SUMMARY

Performs all Transfer Station functions and operates all associated equipment and vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Performs all of the duties of lower classifications and in addition:

1. Safely and efficiently operates all Transfer Station hydraulic and mechanical equipment including loaders, backhoes, sweepers, chippers, mowers, compactors, scales, and CDL Trucks class A and B with air brakes.
2. Operates and maintains the Transfer Station in accordance with the DEP approved Operations and Maintenance plan.
3. Performs all daily normal maintenance to Transfer Station equipment and facilities.
4. Responds to questions from the public regarding Transfer Station operations.
5. Monitors the flow of and assists in the management of solid waste and recyclable materials in and out of the Transfer Station.
6. Checks Transfer Station stickers and enforces Transfer Station rules and regulations.
7. Collects and records solid waste fees.
8. Keeps accurate records of Transfer Station activities as directed by the Transfer Station Foreman.
9. Shovels and plows snow and operates sanding equipment.
10. Supervises the work of outside vendors and material suppliers doing business with the Transfer Station.

SUPERVISORY RESPONSIBILITY:

May direct the activities of persons of lower classifications in conjunction with work being performed by or with equipment being operated or activities being carried out.

SUPERVISION RECEIVED:

Works directly under and reports to the Transfer Station Foreman or his/her designee. May be directed by working foremen of other divisions when assigned to activities supervised by these individuals.

EDUCATION and/or EXPERIENCE

Education - Requires a minimum of a high school diploma or equivalent.

Experience - Requires a minimum of five years experience at a lower DPW classification or equivalent experience. Requires general knowledge of public works operations..

ACCOUNTABILITY

Makes decisions involving activities under his/her control. Responsible for the safe operation of the equipment under his/her control. Policy decisions are to be deferred to the responsible working foreman. Has input in all decisions affecting activity and safety.

LANGUAGE SKILLS

Must be capable of effectively communicating and consulting with residents and other town departments on matters and problems relating to the Transfer Station and its activities.

MATHEMATICAL SKILLS

Intermediate skills such as the ability to (using a calculator) add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Basic skills such as the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess and maintain all licenses and certifications required for this position. Requires a Class A CDL with air brake endorsement, and a Class 2B Hoisting Engineer's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical work inside and outside in all weather conditions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.