

TOWN OF BEDFORD  
24 NORTH AMHERST ROAD  
BEDFORD, NEW HAMPSHIRE 03110

## NOTICE OF VACANCY – 6/21/22

**POSITION: TRANSFER STATION ASSISTANT FOREMAN – Full time; hourly/non-exempt; non-union  
TOWN OF BEDFORD DEPARTMENT OF PUBLIC WORKS**

**WAGE RATE:** \$23.96 ~ \$32.12 per hour

**SUMMARY:** The Assistant Transfer Station Foreman works under the general supervision of the Superintendent and follows the chain of command within the Department of Public Works. The Assistant Transfer Station Foreman performs all daily duties and supervisory tasks and is responsible for the planning and administration of all objectives to ensure the productive, efficient and safe operation of the Town's Transfer Station.

### TYPICAL DUTIES:

- ✓ Assists the Superintendent with managing the day-to-day operations of the Recycling and Waste Transfer Station to include personnel, planning, scheduling, future programs and compliance with applicable local, state and federal regulations in collaboration with the Environmental Coordinator.
- ✓ Fosters positive relations with the public, staff, departments, businesses and schools as well as maintains working relationships with Federal, State and other public officials.
- ✓ Provides recommendations for the annual establishment of fees and revenue sources as may be applicable. Optimizes revenues for the Town on commodities sold and the continued efforts in reduction of disposal costs by exploring different markets available.
- ✓ Researches and develops agreements and contracts of vendors for services. Estimates, plans and executes the bid process for services needed and presents recommendations to the Superintendent for review.
- ✓ Generates reviews and summarizes reports to make management level decisions, solve problems or achieve work objectives. Assists in the preparation and management of the annual Transfer Station budget. Plans and organizes to meet long and short-term needs of the facility through the development and administration of capital improvement programs.
- ✓ Observes waste stream to identify hazardous waste or other material excluded from deposit. Directs vehicles to appropriate disposal areas and monitors customer activities to assure compliance with established rules and regulations.
- ✓ Balances cash receipts at the end of the workday by use of daily cash sheet; reports any discrepancies to the Superintendent.
- ✓ Arranges bins for recyclables and prepares recyclables for shipment.
- ✓ Operates heavy equipment related to solid waste compaction and load moving. Performs snow removal and winter operations equipment as necessary.
- ✓ Maintains site areas in a clean and orderly manner by performing such duties as raking debris from bank of landfill pit, picking up litter, managing the brush / leave piles and basic landscaping tasks, etc.
- ✓ Performs other related duties as assigned.

*(This job specification should not be construed to imply that these duties are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as needed.)*

### MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- A current valid NH CDL License.
- Current Weigh Masters license
- Certified Solid Waste Operator's license
- Knowledge of English and mathematics with the ability to understand, give, and follow oral and written instructions.
- Knowledge of the procedures used in routine maintenance of heavy equipment, small engines, and hydraulics.

### APPLICATION PROCEDURE:

The required application may be obtained online at [www.bedfordnh.org/230/Employment Opportunities](http://www.bedfordnh.org/230/Employment_Opportunities) or in person at the Town Offices. Completed application, resume, and cover letter may be submitted to [jobs@bedfordnh.org](mailto:jobs@bedfordnh.org) or mailed/in person to:

Bedford Town Offices  
Human Resources Department  
24 North Amherst Road  
Bedford, NH 03110

**APPLICATION DEADLINE:** 07-01-2022 (or until filled)