

# PENQUIS SOLID WASTE CORPORATION

## A Quasi-Municipal Transfer Station and CDD Landfill

*Serving the Towns of Brownville and Milo, Lake View Plantation and the  
Townships of Ebeemee, Katahdin Ironworks, and Williamsburg*

586 Main Rd, Brownville, ME 04414

(207) 965-2561

## Job Description - Transfer Station Manager

- Facility groundskeeping
- Building and equipment maintenance and repair
- Personnel management –
  - Conduct employee training, performance evaluations, disciplinary action, and evaluate compensation scales
  - Hiring and termination of employees
- The Transfer Station Manager will report directly to the Penquis Solid Waste Board of Directors
- Budgetary functions –
  - Prepare annual budget
  - Review and analyze income and expenditures
  - Forecasting equipment and logistical requirements
  - Report all budgetary and facility matters to Board of Directors
  - Collaborate with vendors for removal of bulky waste, metal, recyclable materials, etc.

### Requirements:

- High school diploma, GED, or higher
- Excellent managerial and organizational skills
- Budgetary knowledge and understanding
- Experience with Excel spreadsheets or similar
- Heavy equipment experience
- Capacity to conduct physical labor with frequent exposure to the elements
- Understanding of local, State, and Federal compliance

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Employee Name

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Employee Signature

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Date Signed