



## JOB DESCRIPTION

**Title:** Landfill Operator

**Department:** BASWA

**Reports to:** Landfill Supervisor

**Pay Grade:** 56

**Date Adopted:** January 15, 2021

**Previous Revision Date:** November 17, 2016

**Last Revision Date:**

**Type:** ☒ Full Time

☐ Part Time

**FLSA:** ☐ Exempt ☐ Salary

☒ Non Exempt ☒ Hourly

**Union:** ☒ Yes

☐ No

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### Job Summary:

Responsible for the inspection of incoming waste and the placement and management of such waste in the landfill. Operate various types of heavy equipment. Assist in performing scale-house duties, such as weighing incoming vehicles, determining fees, and accepting and receipting payments. Responsible for the general operation, maintenance, and recordkeeping of the compost facility.

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### Essential Functions:

1. Fill and compact demolition landfill in proper areas to reach correct elevations. Cover waste with cover material. Ensure the filling and leveling of the landfill to the proper grade. Maintain correct slopes.
2. Inspect loads brought by landfill users to ensure that illegal wastes have been removed from material being deposited.
3. Direct various MSW drivers, truck/roll-off drivers, customers, and other workers to special locations and destinations of material disposal. Oversee the tipping of solid waste at the landfill.
4. Maintain daily operations of waste disposal and ongoing closure-related activities of the landfill.
5. Control dust and litter through proper management practices and policing of area. Seed and maintain the landfill in a clean and sanitary condition.
6. Ensure safety of landfill customers and waste-haulers when operating equipment.

7. Operate heavy equipment such as front-end loader, dozer, backhoe, compactor, tractor, roll-off truck, and other equipment, as required. Maintain equipment and perform repairs.
8. Take cover from future expansion cells being careful to stay within proper elevation and boundaries.
9. Attend compost training, landfill training, storm water training, and waste management seminars and training sessions to maintain certification.
10. Maintain areas in and around landfill and MRF facility. Work to control wind-blown litter.
11. Respond to public information requests/inquiries regarding landfill and compost rates, hours, and procedures.
12. Complete required landfill reports.
13. Perform preventive maintenance and minor repairs on equipment and facilities. Perform mechanical work on heavy equipment used in daily operation.
14. Maintain bill of ladings, load manifest, and scale receipts as needed.
15. Perform general custodial and maintenance duties of landfill operations sites. Provide assistance with snow removal and lawn mowing.
16. Identify and report workplace hazards, help maintain a clean and safe work environment.
17. Respond to injuries and possible accidents immediately.
18. Provide assistance on special construction and maintenance projects undertaken within the landfill.
19. May assist in performing scale-house duties. Weighs incoming vehicles, determines fees, accepts and receipts payments, inspects loads to verify materials and prevent illegal dumping. Performs general office duties, bookkeeping, billing, customer contacting, etc.
20. Purchase supplies and materials used in area of responsibility.
21. Perform daily and scheduled equipment maintenance including fueling and lubricating equipment, sharpening mower blades, cleaning equipment and conducting minor repairs; documents maintenance activities as required.
22. Responsible for maintenance of compost facility, buildings, pond, and equipment. Maintenance includes mowing, weed eating, oil changing, pond dredging, sweeping, etc.
23. Responsible for maintaining organized records of daily log sheets, maintenance records on all equipment, and reporting required for Nebraska Department of Environment and Energy (NDEE).

24. Visually inspect and direct incoming loads to proper dumping; run the compost and recycling operations.
25. Operate compost equipment and utilize a variety of hand and power tools to operate, maintain, and repair equipment.
26. Responsible for building and mixing compost windrows to NDEE specifications including screening and all testing required.
27. Perform all aspects of sampling, monitoring, and testing required to maintain compliance with Federal, State, and Local regulations governing the wastewater treatment process, composts, stormwater, and sludge management.
28. Open and close landfill and compost site.
29. Keep confidential information confidential.
30. Perform duties in extreme weather conditions.
31. Report to work within thirty-five (35) minutes for emergencies under normal driving conditions, as required.
32. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
33. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
34. Work extended hours in an emergency.
35. Perform other work which is consistent with the essential functions of the job.
36. Perform other duties as assigned.

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**Education and Special License(s)/Certifications:**

High school diploma or equivalent.

Must be at least eighteen (18) years of age.

Must possess a valid driver's license and maintain an insurable driving record.

Possession of or ability to obtain a Class B commercial driver's license (CDL) with proper endorsements within sixty (60) days from date of hire.

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**Experience:**

One (1) year or more of general construction experience. Operation of heavy equipment, motor graders, and dump truck driving skills. (Breaks in service of no more than ninety (90) days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

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**Skills:**

1. Good oral and written communication skills.
  2. Good listening skills.
  3. Manual dexterity.
  4. General construction skills.
  5. Good driving skills.
  6. Ability to read and comprehend.
  7. Ability to prioritize work.
  8. Operation of heavy and light construction equipment.
  9. Basic computer knowledge required using windows based software applications.
  10. Ability to deal with confrontations with irate citizens with calmness.
  11. Ability to maintain records and complete a variety of reports.
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**Mental Requirements:**

1. Ability to analyze safety situation.
  2. Ability to make quick decisions.
  3. Ability to stay alert for long periods of time.
  4. Ability to work independently.
  5. Ability to work in a team.
  6. Ability to assess situation and use judgement in responding.
  7. Ability to work under distracting conditions.
  8. Mechanical aptitude.
  9. Alpha/numeric recognition.
  10. Ability to carry out assignments through oral and written instruction.
  11. Diplomacy and judgement.
  12. Logical reasoning.
  13. Ability to work under distracting conditions.
  14. Ability to adapt to changing environment.
  15. Concentration.
  16. Ability to analyze problems and recommend possible solutions.
  17. Ability to read and interpret blueprints and write specifications.
  18. Ability to train and guide others.
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**Physical Requirements:**

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
2. Ability to withstand extreme weather conditions.
3. Exposure to vibrations.

4. Ability to transverse rough terrain on foot.
  5. Ability to work with exposure to noise.
  6. Ability to distinguish among colors.
  7. Ability to work at extended heights.
  8. Ability to drive city vehicle.
  9. Ability to lift up to one hundred (100) pounds.
  10. Ability to bend, climb, crawl, stand, and stoop.
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**Supervisory Responsibility (Direct and Indirect):**

None


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**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

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Approved:



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Tobias J. Tempelmeyer, City Administrator

1-15-21  
Date