



JOB DESCRIPTION

Title: Landfill Supervisor

Department: BASWA

Reports to: Landfill Superintendent

Pay Grade: 61

Date Adopted: November 17, 2016

Previous Revision Date:

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☐ Exempt ☐ Salary

☒ Non Exempt ☒ Hourly

Union: ☒ Yes

☐ No

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.

Essential Functions:

1. Performs the duties and exercise the responsibilities described in the Landfill Operator description.
2. Assist in gathering and reporting information and data required by State and Federal regulatory agencies. Complete required landfill reports.
3. Ability to calculate slopes and elevations.
4. Extensive knowledge of the operations and maintenance of heavy equipment.
5. Extensive knowledge of local, state, and federal laws and regulations pertaining to the operations of a landfill.
6. Keep confidential information confidential.
7. Perform duties in extreme weather conditions.
8. Report to work within thirty-five (35) minutes for emergencies under normal driving conditions, as required.

9. 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.
 10. 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.
 11. Work extended hours in an emergency.
 12. Perform other work which is consistent with the essential functions of the job.
 13. 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.

Experience:

At least three (3) years of landfill operation 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.)

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 sixty (60) pounds.
 10. Ability to bend, climb, and stoop.
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Supervisory Responsibility (Direct and Indirect):

Landfill Operator

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.

Approved:

Tobias J. Tempelmeyer, City Administrator

November 17, 2016