

Sevier County

Job Description



Title: Landfill Foreman	Department: Landfill
Grade: 19	FLSA Status: Non-Exempt
Job Code: 755	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs **field supervisory and journey level and skilled tasks** in the operation and maintenance of the county landfill. Directs the use of heavy-duty equipment and vehicles; response to requests and concerns from the public; monitors loads and reclaimed areas to meet state and federal permits.

SUPERVISION RECEIVED

Works under the general supervision of the Landfill Supervisor.

SUPERVISION EXERCISED

May provide general supervision to Landfill Operator(s) as needed or specified by supervisor.

ESSENTIAL FUNCTIONS

- Oversees and manages day-to-day operations on assigned shift or workday;
- Acts as lead operator;
- Performs proficiently on grader, compactor, scraper, backhoe, dozer or related heavy equipment utilized in the moving, covering and compacting of waste deposited into county landfill;
- Maintains roads, allowing easy access in and out of landfill sites;
- May schedule and delegate work assignments and projects;
- Observes waste to identify hazardous waste or other materials excluded from deposit in public landfill;
- Monitors work quality and activity to ensure safety for landfill employees and the general public;
- Monitors customer activities to assure compliance with established rules and regulations;
- Operates radio and two-way communications as needed to alert equipment operators of suspicious activity or waste loads;
- Deals with public complaints and resolves issues, if unresolved, seeks supervisory assistance;
- Apprises public of landfill requirements and fees;
- Performs random inspections of loads from the general public to verify materials and prevent illegal dumping;
- Weekly inspections of sanitation truck loads;
- Inspects to ensure compliance with SWANA, DEQ, and air quality standards;
- Immediately reports possible bio-hazards, improperly disposed medical office wastes, asbestos, etc., to Landfill Supervisor;
- Organizes and executes, under the direction of the supervisor, special construction and maintenance projects undertaken within the landfill;
- May provide physical or equipment labor related to cutting grades, modifying drainage system or installing protective liners to protect ground water, etc.;
- Performs routine maintenance and emergency repairs;
- Reports mechanical problems to supervisor and the shop for repair;
- Operates a variety of hand and power tools in performing general maintenance of vehicles and equipment;
- May assist in the fabrication of equipment parts;
- May assist in performing scale-house and office duties;
- Must be able to estimate yards of materials to be excavated and estimate cost per yard of soil and various kinds of waste;
- Operates computer to create invoices;
- Creates spreadsheets to track various aspects of the landfill operation.
- Conducts business with Surveying/Engineering companies, EPA, etc.
- Other duties as assigned; i.e. safety trainings, training new employees, etc.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from high school or equivalent plus one (1) year of specialized training related to above duties, and five (5) years of experience operating medium to heavy equipment and tools related to road landfill operation or related specialty operation, two (2) years of which must have been in a position equivalent to that of foreman or crew leader, with a preference of three (3) years being performed with Sevier County.

*An equivalent combination of education and experience may be considered.

2. **Required Knowledge, Skills and Abilities:**

Considerable knowledge of

- Materials and tools used in equipment maintenance;
- Safety practices required by state and other laws;
- Hazards and safety precautions associated with landfill processing and operations;
- Hazardous waste regulations and guidelines;
- The design, adjustment, operation, maintenance and repair of mechanical equipment;
- Federal and state regulations related to safety, hazardous waste and environmental protection.

Working knowledge of

- Basic interpersonal communication skills.
- Basic understanding of management of the Landfill.

Skilled in

- The use of mechanical tools, materials, welding and equipment vehicles testing;
- The operation and maneuvering of heavy equipment.

Ability to

- Operate simple to complex heavy-duty equipment and operate in various conditions;
- Perform manual tasks for sustained periods of time;
- Perform minor equipment maintenance and repair;
- Follow written and verbal instructions and safety regulations;
- Read and understand prints and plans;
- Communicate effectively, verbally and in writing;
- Assists others on proper use and safety of equipment;
- Ability to performs basic math, and handle and balance cash;
- Ability to establish and maintain effective working relationships with fellow employees, the public and supervisors.

3. **Special Qualifications:**

- Must possess or be able to acquire a valid Utah Commercial Driver's License (CDL).
- Must be able to pass ICC physical and maintain medical certificate.
- Must be able to comply with applicable county and departmental policies and safety standards and wear required personal protective equipment.
- Resident of Sevier County.

4. **Work Environment:**

- Essential functions generally performed in both indoor and outdoor work environments.
- Daily exposure to hazards commonly associated with landfill operations.
- Tasks require various physical activities, generally nominal muscular strain, such as lifting, walking, standing, stooping, reaching, and may be required to lift and/or pull up to 100 to 125 pounds.
- Communication, hearing and seeing essential in performance of daily tasks.
- Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking, guided and creative problem solving.
- Frequent travel may be required in the normal course of performing daily functions.
- Daily exposure to weather extremes and environmental conditions typical of solid waste landfill operations.
- Exposure to bio-hazards and chemicals possible due to unknown materials brought in loads to land fill.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)