



Job Description

Job Title	Landfill Supervisor	Department	Public Works
Reports to	Public Works Director	Salary Level	VIII A
Classification	Overtime Non-Exempt	Approved By	<i>Rose Loera, City Manager</i>

I. General Description

This position is required to operate and maintain the solid waste landfill and supervises daily landfill activities as assigned by the Public Works Director.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Operate heavy equipment required in the daily operations of the landfill, which includes dozers, loaders, front-end loaders and backhoes.
2. Supervise the discharge of solid waste by the public and contractors.
3. Responsible for performing preventive maintenance to operating equipment on a routine and emergency basis.
4. Enforce the ordinances that pertain to the landfill and manage it in accordance to the Landfill Management Plan.
5. Secure the landfill during closed periods.
6. Maintain logs, reports and records of landfill operations.
7. Directly supervises staff working at the landfill. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; assigning and directing work; appraising performance. May make recommendations or assist the Public Works Director with interviewing, hiring, rewarding, and discipline.

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Operation and preventive maintenance of heavy equipment required in the operation of the landfill.
2. Ordinances associated with the landfill and the transportation of solid waste.
3. State and federal regulations as they relate to landfill operations.



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Skills & Abilities:

This position must demonstrate the following skills and abilities:

1. Strong oral and written communication skills are important.
2. Interact with the public in a courteous, helpful and professional manner.
3. Work with co-workers, outside agencies, and vendors in a professional manner.

V. Work Environment and Physical Effort

This position can be a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment and objects frequently. This position will have to work in all weather, and must be prepared for both extreme heat and cold. This position occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit.

This position must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

VI. Education and/or Experience

Education:

1. High school diploma or General Equivalency Degree (GED).

Experience:

1. A minimum of five (5) years as a heavy duty equipment operator. Previous experience, minimum of three (3) years, working in a landfill as a supervisor is essential.

VII. Certification and Training

1. Must have valid Alaska driver's license and a Commercial Driver's License.
2. Must acquire Rural Alaska Landfill Operators (RALO) certification or ability to obtain within six months of date of hire.
3. Must have or the ability to acquire a Solid Waste Association of North America (SWANA) certification or ability to obtain within 12 months of date of hire.
4. National Incident Management System (NIMS) compliance training and certification.
5. Certified in proper handling and disposal of refrigerants.
6. 40 hour HAZWOPER - with annual refresher course



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VIII. Supervisory Responsibility

Landfill Operator
Landfill Attendant

IX. Scope of Employment

Regular, full time employment. Non-exempt position. May be required to work weekends.

X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee:

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	<u>ih</u>	<u>2-1-2017</u>
City Manager:	<u>rl</u>	<u>2-1-17</u>