

# DELAWARE SOLID WASTE AUTHORITY



## JOB OVERVIEW

**TITLE:** LANDFILL GAS FOREMAN

**REPORTS TO:** ENGINEER

**JOB CLASS:** EXEMPT

**LOCATION:** STATEWIDE

**PURPOSE:** This position is responsible for managing the daily operation of the landfill gas system At one or more landfills.

## JOB DUTIES

### ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Manages and oversees all daily activities of the landfill gas operations and maintenance.
- Responsible for on call schedule.
- Oversees and directs various personnel which may include laborers, skilled laborers, equipment operators, mechanics, wellfield technicians and temporary workers. Orders materials and supplies needed for subcontractors and landfill gas personnel for all landfill gas field projects.
- Maintain required data and prepare reports either directly or through direction of Engineering.
- Installs landfill gas headers and collection systems for the recovery of landfill gas and odor control;
- Conducts the welding and fusion of all new construction and repairs of old construction due to failure or relocation.

### ADDITIONAL DUTIES:

- On-call for after hour operational emergencies.
- May oversee projects at DSWA facilities.
- Performs other duties as assigned.

## QUALIFICATIONS

### EDUCATION, EXPERIENCE, AND SKILLS:

Requires a high school diploma or equivalent and 8 years of experience in a mechanical, industrial or electrical industry.

Must possess a valid driver's license and First Aid and CPR certification. (Certification training provided by DSWA).

Gold card sediment and storm water management certification preferred.

Note: This is a safety sensitive position and requires drug testing as a condition of employment.

Thorough knowledge of the hazards and safety precautions associated with laborers, skilled laborers, heavy equipment operators, mechanics, and maintenance tasks and operations. Knowledge of safety procedures including safety training as required. Available to work a variable schedule. Ability to be trained in storm water management and gold card holder for storm water erosion control.

**Physical Requirements:**

This position requires standing, walking, sitting, reaching with hands and arms, stooping, kneeling, crouching, or crawling, talking or hearing.

This position requires lifting up to 50 pounds.

The position requires close vision (clear vision at 20 inches or less); Distance vision (clear vision at 20 feet or more); Color vision (ability to identify and distinguish colors).

Position risks exposure to indoor environment, outdoor environment, noise, extreme temperatures, vibration, moisture and/or humidity, dust, fumes, gases, electrical hazards, mechanical hazards, chemical hazards, explosive hazards, and burn hazards.

**SIGNATURES**

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

---

**SUPERVISOR**

---

**DATE**

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

---

**HUMAN RESOURCES**

---

**DATE**

*I have read this description and understand the major responsibilities, requirements, and duties of this position.*

---

**EMPLOYEE**

---

**DATE**

*Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*