

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: LANDFILL OPERATIONS FOREMAN

REPORTS TO: LANDFILL SUPERVISOR

JOB CLASS: EXEMPT (ESSENTIAL PERSONNEL)

LOCATION: VARIOUS

PURPOSE: This position is responsible for overseeing the daily landfill activity and operations personnel to ensure the efficient and effective operation of the landfill.

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.

- Supervises landfill support personnel including Landfill Equipment Operators, Landfill Operator/Mechanic, Skilled Laborers, Laborers and contractors; prepare and conduct staff evaluations.
- Operates all heavy equipment including, but not limited to, landfill compactors, bulldozers, motor graders, hydraulic excavators, backhoes, loaders, etc.
- Inspects the storm water system, and completes inspection forms.
- Prepares reports and oversees the completion of reports by subordinates.
- Directs and assists in the maintenance and repairs of equipment.
- Conducts inspections as required by permit.
- Monitors phone messages for staff call outs; prepares staff schedules and resource/equipment allocation.
- Locks and unlocks facility, and enables security system.

ADDITIONAL DUTIES:

- Orders materials and supplies.
- Pulls leachate pumps, and hauls daily cover.
- Meets with contractors, and directs temporary laborers.
- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Requires a high school diploma or equivalent and 8 years of heavy equipment experience and 2 years of supervisory experience.

Possession of a Commercial Driver's License CDL Class "B" and First Aid and CPR certification. (Certification training provided by DSWA),

Knowledge of maintenance equipment and procedures. Advanced knowledge of the hazards and safety precautions associated with Laborers, Skilled Laborers, Heavy Equipment Operators, and Mechanics. Knowledge of safety procedures including safety training as required. Ability to work a variable schedule.

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

Physical Requirements:

This position requires standing, walking, sitting, reaching with hands and arms, stooping, kneeling, crouching, or crawling, climbing or balancing, 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); Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point); Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).

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, burn hazards, and potential for violence/physical altercations.

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.