

INTEGRATED WASTE MANAGEMENT OPERATIONS FOREMAN

County of Calaveras

Range # 7445 (Non-Exempt)

Established: September 2002

Revised: June 25, 2019

DEFINITION

Under general direction of the Solid Waste Manager or Operations Supervisor , will plan, lead, assign, coordinate and oversee the work of crews assigned to the County landfill operation; to direct and assist with day-to-day landfill operations and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level position within the Integrated Waste Worker/Equipment Operator series; incumbents are expected to perform lead worker duties, acting as a working foreman for projects as assigned. Incumbents are required to routinely handle refuse, green waste, soils and on occasion, hazardous waste as an integral part of their daily duties. Incumbents must familiarize themselves with, and adhere to, the Operations Plan for “Permanent Household Hazardous Waste Collection Facility”. This position requires working on weekends and holidays.

EXAMPLES OF DUTIES:

- Assigns work, gives instructional and technical assistance, coordinates and reviews work of crews engaged in various functions related to landfill operations; may review, plan and direct maintenance activities, equipment repair and other related functions.
- Operates a variety of types of equipment, including trucks, loaders, graders and general construction equipment.
- In the absence of the Operations Supervisor, may supervises the purchase and storage of related equipment, materials and supplies.
- Serves as departmental liaison with representatives from other county departments and outside agencies.
- Assists in the determination of the extent and costs of needed maintenance and construction projects as relates to landfill programs.
- Performs general repair, maintenance and construction tasks as required.
- May assist with budget preparation activities.
- Evaluates and makes recommendations regarding staffing and equipment needs for project operations.
- May investigate complaints and make appropriate recommendations to management.
- Serves as lead worker, subject matter expert, and working foreman, handling duties of subordinate positions as necessary.
- Follows all safety related rules, laws, and polices; promotes a safe working environment.
- Routinely operate heavy equipment including the use of loaders, scrapers, dump trucks and water tenders. Routinely scrape and collect soils, haul dirt, spray roads, move

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refuse, compact refuse and spread alternative daily cover.

- General Household Hazardous Waste facility maintenance.
- Must have a fundamental understanding of hazardous materials and hazardous waste and be able to address concerns associated with such materials on the working face of the landfill.

MINIMUM QUALIFICATIONS

Knowledge of:

Operations, methods, equipment, services, materials, activities and techniques commonly used in a comprehensive landfill operation; principles of integrated waste management and environmental compliance, Practices, techniques, and equipment used in integrated waste management and recycling operations; principals of supervision and training; operating safety practices and procedures; applicable regulations and state mandates; ability to effectively assess and maintain county equipment; ability to establish and maintain accurate records; computers and applications relative to landfill operations.

Skill and Ability to:

Assist in the coordination of integrated waste management and recycling programs: use logical reasoning, draw valid conclusions, and make appropriate recommendations related to solid waste programs; use computer applications and programs relative to landfill operations; prepare clear, concise and accurate reports; adhere to required safety & health rules, laws, and policies; assist with interpreting, explaining, applying Federal, State, and County regulations, policies and procedures related to Waste Management; Communicate effectively both orally and in writing; understand and carry out oral and written directions; establish and maintain effective working relationships with those contacted in the course of work;

Training, Experience and Certifications:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from high school and five years of responsible experience operating heavy equipment; demonstrated supervisory experience is required; Landfill experience is highly desirable.

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Special Requirements:

Possession of a valid California driver's license issued by the State Department of Motor Vehicles; incumbents in this classification would normally be expected to possess a Class A license for the operation of heavy equipment. Incumbent must possess appropriate hazardous waste operations training certificate pursuant to 29 CFR 1910.120 prior to expiration of probationary period. May be required to participate in medical surveillance program in accordance with OSHA Standards.

This classification is designated as a Department of Transportation Safety Sensitive position. Incumbents are subject to drug and/or alcohol testing and must comply with all applicable drug and alcohol policies, procedures, laws, rules and regulations.

PHYSICAL DEMANDS AND WORKING CONDITIONS

PHYSICAL DEMANDS: Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, stoop, climb, balance, bend, kneel, crouch, squat, crawl, twist, and reach while performing duties; lift and/or move more than 50 pounds of weight; perform grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment, tools and specialized equipment. Must be able to use a telephone to communicate verbally and keyboard to communicate through written means to review information and enter/retrieve data, to see and reach characters on a computer screen. Requires the strength and stamina to perform operational duties such as on the sort line, scale house and on the landfill working face.

WORKING CONDITIONS: Work is performed indoors and in field environments, sometimes under adverse weather conditions including extreme heat or cold, and wetness. Adverse working conditions may include above average noise, traffic and machinery hazards, working in heights, exposure to fumes/dust, odor, and skin irritants, and standing for long periods of time. Worker operates hand and electrical tools. Will be required to work weekends and holidays. May be required to travel to various transfer stations throughout the County to perform maintenance duties or conduct inspections.

OTHER REQUIREMENTS

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This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.