



**Class Title: PW Solid Waste Foreman**

**Pay Grade: \_\_\_\_**

**FLSA Designation: Covered**

**Established: 06-10**

**Revised:**

### **Class Summary/Primary Function**

The principal function of an employee in this class is to provide day-to-day direction with regard to the operations and employees at the transfer station and landfill and serve as Supervisor when that individual is not available or on site. The Foreman also operates heavy equipment and screen loads for foreign objects and toxic and hazardous materials according to transfer station rules and regulations; weigh vehicles according to State Bureau of Weights and Measures laws and collect fees; assists the public to unload materials; performs general maintenance of the transfer station and landfill; diverts sorted materials to the designated areas; prepares accident reports as witnessed; performs and schedules repairs and maintenance on all equipment operated by Solid Waste; schedules haul trips to the landfill; ensures that all equipment is being operated properly by themselves and other Solid Waste employees; assist supervisor with purchase of equipment, preparing contracting documents, and perform personnel related duties. This is a skilled equipment operator and general personnel management position. The work is performed under the supervision of the Solid Waste Supervisor, although some latitude is granted for independent judgment and initiative. The principal duties of this class are performed in a general outdoor environment, exposing the employee to hazardous working conditions and inclement weather.

### **Essential Duties and Responsibilities** (will vary by assignment)

- Direct the operations and employees at the transfer station and landfill sites when the Supervisor is not available or on site;
- Operates dozers, graders, loaders, trucks, backhoes, track hoes, excavators, hydraulic compactors, hydraulic grapples, snow plows, general vehicles and maintenance equipment;
- Loads and compacts waste into the haul truck, bales recyclables, empties roll off bins, plows snow and other assigned duties;
- Weighs vehicles as they cross the scale according to State Laws;
- Collects and records all fees for disposal at the site;
- Provides accurate accounting of all funds collected;
- Operates standard office equipment and personal computer using program applications appropriate to duties;
- Performs maintenance checks and minor service work on equipment utilizing hand and power tools;
- Performs sorting, diversion, composting and transfer functions of solid waste received at the County transfer station;
- Directs customers to appropriate dump sites and collects appropriate fees;
- Inspects loads for hazardous materials and separates hazards according to transfer station rules and regulations;
- Separates and removes foreign objects (i.e. batteries, refrigerator compressors, propane tanks, tires, air conditioners, and other designated hazardous material) according to transfer station rules and regulations;
- Separates, removes and disposes of hazardous liquids (i.e. gas, oil, paints, antifreeze, etc.) according to transfer station rules and regulations;
- Checks metal cylinders for explosive gases and soil loads for contaminants as required by landfill rules and regulations;

- Assists the public to remove materials from their loads; divert to appropriate areas;
- Provides customer service including giving directions, answering questions and providing explanations in a polite and courteous manner;
- Performs manual labor and facility and grounds maintenance, including cleaning, sanding, removing snow, mowing, trash pick-up and minor construction;
- Schedules and assigns maintenance at the County Transfer station;
- Performs scheduled and assigned maintenance at County Transfer Station;
- Contacts service providers for major equipment maintenance when necessary;
- Coordinates with haul truck operator to schedule trash being transferred offsite;
- Records haul truck schedule to other personnel on site.
- Ensures that solid waste operators and laborers are running equipment in a safe and efficient manner;
- Aids the supervisor in administering personnel issues for solid waste operators and laborers including training, conducting performance evaluations, effectively addressing performance concerns and documenting personnel actions;
- Performs daily time management and scheduling functions and sets project priorities for solid waste operators and laborers and relays these functions and priorities to the supervisor and other county personnel;
- Keeps immediate supervisor and designated others fully and accurately information concerning work progress, including present and potential work problems, safety concerns and concerns and violations of the rules and regulations with respect to the transfer station operation and suggestions for new or improved ways of addressing such problems;
- Attends work-related meeting and training sessions;
- Responds to co-worker' and citizens' questions and comments in a courteous and timely manner and relays these items to the supervisor;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

#### **Other Duties and Responsibilities**

- On call after regular hours to respond to emergency situations when directed by the supervisor.
- Performs other related duties as required.

#### **Competency Requirements:**

Knowledge of:

- Current customer service methods, techniques, and objectives;
- Effective recordkeeping practices and procedures;
- Operation of standard office equipment, including a personal computer and job-related software applications including Excel and scale software;
- Hazardous waste rules and regulations and related safety practices;
- General grounds maintenance, including trash pickup, minor construction duties, mowing and cleaning;
- Federal regulations and County policies regarding safe work practices relating to use of heavy equipment, power tools, and landfill and solid waste transfer station workplace safety.

Ability to:

- Instruct the public in safe dumping methods according to landfill rules and regulations;
- Identify hazardous material and dispose of properly;
- Operate heavy equipment, including but not limited to, compactors, front end loaders and related equipment as assigned;
- Operate hand and power tools safely;
- Perform basic maintenance and repair on heavy equipment;
- Communicate effectively, both orally and in writing;
- Deal with all parties in all situations in a forthright, diplomatic and confidential manner;
- Maintain effective working relationships with other County employees, and the public;

- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Maintain a professional demeanor during stressful situations;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

### **Acceptable Experience and Training**

- High School Diploma or GED; and
- 2 years experience using a personal computer for record maintenance; and
- Three (3) year experience operating various pieces of heavy equipment; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

### **Special Qualifications**

SWANA Certification for Solid Waste Transfer within one year of hire.

Class A CDL

Idaho driver's license

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions; inspect solid waste loads for hazardous materials or other non-acceptable materials; and to safely operate heavy equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to perform general labor and operate heavy equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to perform manual labor, move objects that weigh up to 50 lbs., and stand for extended periods.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.