

GRADE: 114

FLSA: Non-exempt

GRADE: \$20.68

LAURENS COUNTY, SOUTH CAROLINA

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**JOB TITLE: LANDFILL FOREMAN
PUBLIC WORKS DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, coordinates, supervises and participates in the daily operations of County landfill and rural collection functions. Work involves supervising subordinate crew members, ensuring professional and courteous customer service at all times, supervising the maintenance of assigned facilities and equipment, and performing related work as required. Reports to the Solid Waste Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises and participates in County landfill and rural collection operations and maintenance functions.

Supervises assigned staff; supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; selecting or assisting with the selection of new employees; acting on employee problems; recommending employee discipline and discharge as appropriate.

Reviews the work of subordinates for completeness and accuracy; evaluates performance and makes recommendations as appropriate; offers training, advice and assistance as needed.

Analyzes schedules and workloads; schedules employee leave; makes adjustments as necessary to ensure optimum productivity and efficiency; performs duties of subordinates as necessary to ensure completion of daily tasks.

Processes payroll and maintains attendance records.

Assists in submitting grant requests for equipment and project funding.

Supervises and participates in the rural collection site management and maintenance; schedules trucks for trash and recyclable container pick-up; coordinates site maintenance and container repairs; schedules and supervises litter removal along roads and at illegal dumping sites.

Supervises and participates in daily landfill operations, including facility maintenance, grading, the placement of fill material and the implementation of best management practices, the maintenance of roads and ditches associated with landfill facilities, landfill openings and closures, etc.

Coordinates testing and inspections; receives and responds appropriately to landfill inspection reports; completes any necessary remedial action in a timely manner to ensure compliance.

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Assists in coordinating and monitoring construction of new landfill and collection facilities as assigned.

Inspects subordinates' and contractors' work for compliance with policies, procedures, laws, regulations, and standards of cleanliness and safety.

Supervises the proper maintenance of assigned supplies, tools, equipment and vehicles; ensures adequate inventory of supplies, materials and equipment for daily operations.

Meets with citizens to discuss and resolve problems associated with assigned operations, and participates in efforts to increase public awareness, understanding and support of division operations.

Assists in coordinating assigned activities and functions with those of other County divisions, departments and outside agencies as appropriate.

Remains on call 24 hours per day, seven days per **week**.

Receives and/or reviews various records and reports including work orders, complaints, customer requests, leave and attendance sheets, etc.

Prepares and/or processes various records and reports including schedules, performance evaluations, time/leave sheets, work orders, personnel action forms, and routine reports and records.

Refers to operator manuals, maintenance manuals, codes/laws/regulations, maps, directories, specifications, safety manuals.

Operates a variety of equipment and vehicles such as roll-off truck, bull dozer, track hoe, chipper, compactors, grinder, bailer, welding equipment, landfill scales, etc.; operates office equipment including a computer, printer, telephone, calculator; uses a variety of hand and power tools, measuring devices, construction materials, shop supplies, meters and testing devices, etc.; uses general office supplies and word and data processing software.

Interacts and communicates with various groups and individuals such as the supervisor, Public Works Director, other division heads, co-workers, subordinates, other County staff, contractors, vendors, community/civic/school organizations, inmate laborers, and the general public.

Attends training, meetings, workshops and seminars as required to enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

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MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent plus one to two years of experience in public sanitation or public works operations; or any combination of education, training, and experience that provides the required knowledge, skills, and abilities. Must possess or be able to obtain state certification as a Landfill Operator and/or Manager. Must possess a valid state CDL license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including trucks, heavy construction equipment, vehicles, hand and power tools, general office equipment, etc. Must be physically able to use body members, hand tools, and/or special devices to work, move, or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to fifty pounds for force frequently. Physical demand requirements are in excess of those for sedentary work. Must be able to lift and/or carry weights of one hundred pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes the giving of assignments and/or directions to subordinates and receiving direction from supervisor.

Language Ability: Requires the ability to read rules and regulations, policies and procedures, operating manuals, technical bulletins, etc. Requires the ability to prepare technical and routine reports, personnel action forms, work records and correspondence, etc., using proper formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical languages used within the parameters of the job.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

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Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automotive, specialized and heavy construction equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color, requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under significant stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the County as they pertain to the performance of duties of the Landfill Foreman. Has thorough knowledge of the organization of the division and of related divisions and agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of solid waste management, sanitary landfill operations and maintenance, general grounds maintenance, etc. Has working knowledge of environmental engineering theories and practices as applied to solid waste management and recycling operations. Has thorough knowledge of the materials and equipment used in solid waste management operations. Has knowledge of the various permits required by local, state and federal agencies for solid waste management construction and operation projects. Is able to make sound decisions with only occasional supervision. Is able to help ensure compliance with all laws and regulations and control the activities of the division through effective supervision. Knows how to apply supervisory concepts and principles; has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations; is able to perform employee evaluations and to make recommendations based on results; has the ability to offer training and assistance to co-workers and inmate laborers as required. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret technical materials pertaining to the responsibilities of the job. Is able to assemble information and make written reports and records in a concise, clear and effective manner. Has thorough knowledge of the terminology used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Personally demonstrates appropriate customer service skills. Is able to deal with persons effectively in confrontational situations. Has knowledge of proper English usage, vocabulary, spelling. Is able to perform required mathematical calculations with accuracy. Has knowledge of modern office practices and technology. Has knowledge of and the ability to use computers for word and data processing and records management. Has knowledge of applicable occupational hazards and safety precautions. Knows how to react calmly and quickly in

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emergency situations. Is able to work effectively despite exposure to heat/cold, odors, toxic agents/hazardous materials, disease/pathogens, noise, wetness, humidity, electric currents, machinery hazards, dusts, vibrations, working around machinery and in high traffic areas, etc.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to the County Council with respect to vacation time and time- off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for

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meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, coordinates, and uses information effectively to enhance activities and production. Knows and understands expectations regarding the activities and works to ensure such expectations are met. Designs and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

Staffing: Works with other County officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the County. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

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Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.