



CITY OF RICHLAND

CLASSIFICATION TITLE: LEAD LANDFILL OPERATOR	AFFILIATION: Affiliated (IUOE)
REPORTS TO: SOLID WASTE MANAGER OR DESIGNEE	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the direction of and during the absence of the Solid Waste Manager or designee, directs co-workers and assumes responsibility for accomplishing daily division objectives at the Landfill; provides customer service consistent with previously established procedures and daily practices. Subject to after hours, weekend and holiday work as needed.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.

- Assigns, schedules and directs assigned personnel in the daily activities of the division under the direction of and during the absence of the assigned supervisor.
- Leads, motivates and holds staff accountable for quality and quantity of work performed in the daily operations of the landfill as assigned, and demonstrates and encourages others to exemplify the City values of Teamwork, Integrity and Excellence.
- Operates heavy equipment as necessary to ensure daily objectives are met.
- Answers customer inquiries and complaints in a professional manner, consistent with previously established procedures and daily practices.
- Completes facility inspections and monitoring as detailed in the landfill operations plan. Coordinates and monitor landfill equipment maintenance and repair activities.
- Performs all functions of all preceding levels efficiently, including other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.

- Laws, rules and regulations that govern the operation of a landfill in the State of Washington.
- Heavy equipment maintenance practices and high level understanding of equipment troubleshooting and repair.
- Fill placement/vehicle access practices for closing/opening landfill cells.
- Employee training and supervision functions.
- Surveying techniques.
- Construction management.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Applicable health and safety policy, procedures and practices

Skills and Abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Assist with the training and evaluation of performance of assigned staff.
- Answer customer inquiries and complaints in a professional manner.
- Observe legal and defensive driving practices.
- Follow health and safety regulations.
- Operate equipment and tools appropriate to assigned tasks.
- Develop detailed fill plans for both cells reaching completion and beginning fill in newly constructed landfill cells.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment using standard or customized software application programs appropriate to assigned tasks.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Motivate and inspire co-workers to complete tasks in a timely and efficient manner.
- Support, encourage and lead by example the City's values of Teamwork, Integrity and Excellence.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent.
- Five (5) years of increasingly responsible experience in Solid Waste Disposal, with at least one (1) year of experience as an equipment operator.

- Or an equivalent combination of education and experience that would provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid Washington State driver's license with Class "B" CDL.
- Valid Manager of Landfill Operation (MOLO) Certification required or must be obtained within twelve months of employment.

WORKING CONDITIONS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- Typically performed in the field, which requires travel daily within the landfill site.
- The position involves work outdoors on a year round basis and is subject to extreme weather conditions.
- This position requires work in the landfill site.
- The noise level in the work environment is usually quiet to moderate, depending on the type of equipment being operated.
- Will be exposed to moving mechanical parts, equipment and vehicles within the landfill site.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:

- Operate a motorized vehicle and equipment, which may include inclement weather conditions.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally crawl in tight spaces and climb steps and/or ladders.
- Ability to walk through landfill site and negotiate uneven terrain.
- Ability to lift, push, carry and pull materials and objects weighing up to 50 lbs. on a routine basis and up to 90 lbs. as needed using proper lifting techniques.
- Manual dexterity of hands and fingers to include repetitive grasping and reaching.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person, before groups, and over the radio or telephone.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

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AUTHORIZATIONS: (For Archive)

Human Resources Director**Date**

Department Director**Date**

City Manager or Authorized Designee**Date**