

Region 2000 Local Government Council

**POSITION DESCRIPTION**

**Revised 10-24-08**

<b>JOB TITLE:</b> Landfill Operator IV	<b>LOCATION:</b> Landfill
<b>IMMEDIATE SUPERVISOR:</b> Operations Manager	<b>PAYGRADE:</b> 20 <b>FLSA STATUS:</b> Non-Exempt

**SUMMARY**

Under routine supervision, performs routine manual duties usually following well-defined procedures. Problems encountered are simple to general in nature.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Responsible for operation of workface to assure compliance with operations plan and solid waste management regulations.
- Places and compacts refuse on a daily basis with track loader and compactor on set grade and slope;
- Performs final grading and temporary closure operations as directed by Operations Manager;
- Places soil or alternative daily cover over compacted waste;
- Monitors Landfill for illegal and/or hazardous waste and assists with waste screening;
- Repairs road surfaces when conditions warrant;
- Operates and performs routine/major maintenance and repairs on heavy equipment as required;
- Operates various other Landfill equipment;
- Cleans and repairs residential drop off site as directed;
- Assists with surveying operations to verify slopes and grades;
- Assists with daily, weekly and quarterly gas well and gas flare monitoring and associated paperwork;
- Hauls leachate and moves heavy equipment as directed;
- Assist with Storm Water Pollution Prevention Plan.
- Performs grounds maintenance duties as assigned
- Listens and gets clarification.
- Speaks in a way that is clear and precise about what is required and clearly passes information on.
- Exhibits common courtesy and basic communication skills to work within a team environment.
- Focuses on solving conflict, not blaming.
- Follows through, resolves and seeks feedback regarding questions, requests

- and/or complaints in a timely manner.
- Understands implications of decisions.
  - Learns new skills and translates prior experience into new skills.
  - Volunteers readily.
  - Seeks increased responsibility.
  - Assumes Operations Manager duties when required

**ADDITIONAL DUTIES AND RESPONSIBILITIES** include the following:

- Other duties to provide direct or indirect service to the Authority members or customers may be assigned.
- When unusual situations occur and /or a local official of declares a State of Emergency, all Authority employees may be required to accept special assignments and perform as needed to ensure appropriate service delivery.
- Studies applicable service manuals and participates in technical training and certification programs to stay abreast of technological changes.
- Studies regulatory manuals and participates in Waste Management Facilities training courses.
- Attends meetings as required.

### **SUPERVISION EXERCISED**

No direct supervisory responsibility. Provides direction to other Landfill Operators while operating the working face

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education, Experience and Technical Skills**

- Requires graduation from high school or completion of GED equivalent.
- Requires six (6) years of experience in landfill operations in work similar to or as a Landfill Operator III.
- Successful completion of approved supervisor training course
- Demonstration of management, supervisory and leadership abilities

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Virginia Driver's License, CDL license and other licenses as required, and be insurable under the Authority's Insurance Policy

Successful completion of CDL license with tanker and related endorsements;

Obtain a CDL physical card;

Successful completion of the following classes with certificate within one year:

Landfill Gas Well Monitoring class

Landfill Heavy Equipment Safety Training class

Waste Screening Class

Stormwater Pollution Prevention Plan training class

Class I (Basic) Waste management Facility Operator Training Course or eight (8) years of landfill operator experience

Class II Waste Management Facility Operator Training Course

Other classes as required by the County or State

Certified on each piece of equipment for operation and maintenance as determined by the Operations Manager and Director.

Successfully keep up recertification points for state license;

Basic computer skills for maintaining equipment and inventory records;

Ability to prioritize and complete projects in a timely manner;

Obtain Certified Professional Waste Management Facility Operators License for Class II within one year of employment.

Successfully keep up recertification points for state license;

Basic computer skills for maintaining equipment and inventory records;

Ability to prioritize and complete projects in a timely manner;

### **WORK ENVIRONMENT**

The work is performed mainly outdoors where the job requires exposure to the weather conditions and hazardous conditions. The noise level in the work environment is loud.

### **PHYSICAL DEMANDS**

Work involves a high degree of physical strain. Ability to lift and carry 50 pound loads over rough terrain climb on and off large equipment and work in all weather conditions.