

## **BROADWATER COUNTY**

### **Job Description**

**CLASS TITLE:** Solid Waste Foreman

**DEPARTMENT:** Solid Waste

**ACCOUNTABLE TO:** Public Works Director

**PRIMARY OBJECTIVE OF POSITION:** Under general direction, performs a variety of tasks and assignments to supervise operation of the County Solid Waste system in a manner consistent with the State of Montana's solid waste plan and applicable state/federal laws and regulations. Work may vary requiring individual judgment following established standards and procedures.

#### **ESSENTIAL JOB FUNCTIONS:**

- Position requires employee to perform a multitude of movements in which a moderate physical effort is required, including lifting up to 75#'s (greater with assistance), bending, climbing, walking, stooping, and sitting;
- Work is generally performed in uncontrollable working conditions in which extreme noise, pollution, heat, cold, dampness, dust, and hazardous wastes where chemicals, acids, and oil are present;
- Must possess a valid Montana CDL Class A.

#### **MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Supervises operation of the Solid Waste Transfer Station and Canister Sites;
- Receives and reviews work assignments and coordinates with other workers and the supervisor to determine the time, equipment, and personnel necessary to complete assignments;
- Performs regular inspections of the Solid Waste facilities to ensure compliance with State and Federal regulations;
- Assures that all records relating to the Solid Waste operations, including Canister sites, are completed and disbursed to the supervisor;
- Complies with Montana DEQ as to appropriate operations and handling of hazardous materials;
- Responsible for monitoring employees' work schedules;
- Screens waste to meet Class III landfill standards;
- Assures vehicle and equipment safety checks and routine maintenance is performed to ensure safe operations;
- Operates various department equipment and maintains records of vehicle and equipment maintenance;
- Assures all employees utilize the proper safety equipment and procedures to prevent injury;
- Performs regular and routine inspections of waste on Transfer Station floor from transfer canisters;

**CLASS TITLE: Solid Waste Foreman (continued)**

- Visually inspects outlying collection sites for areas needing maintenance;
- Assists in planning of modifications to solid waste management;
- Assists in the development and preparation of a budget program with supporting data;
- May recommend equipment purchases of new and replacement items;
- Prepares routine records and reports of own activities and those of the department;
- Contacts with the public are varied requiring tact and diplomacy in which the ability to perform duties is directly affected through communication and rapport established; and,
- Performs such other duties as may be required.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** Supervises employees of the Solid Waste Department.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Graduation from high school; Computer skills desirable; PLUS
- Five (5) years of progressively responsible experience in equipment operation, management, or preferably in the solid waste field, with two (2) years of supervisory experience desired.
- Possession of valid Montana CDL Class A with appropriate endorsements.

**EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:**

- Effectively utilizes personnel and resources;
- Possesses and maintains a working knowledge of the methods of operation and equipment used in the maintenance and operation of a Transfer Station and landfill;
- Maintains a working knowledge of the latest requirements in solid waste management;
- Possesses skills in the use of heavy equipment, power tools, and hand tools;
- Assists in preparing long and short range goals and budget;
- Establishes and maintains effective communication and working relationships with fellow employees and the Public;
- Ensures that all facilities are kept clean and in good repair at all times;
- Prepares reports of activities; and
- Performs such other assignments as may be needed in the day to day operations of the Solid Waste Program.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

Written 1-31-2020