

POSITION CLASSIFICATION DESCRIPTION

BALEFILL OPERATIONS CHIEF (FOREMAN)

GENERAL SUMMARY

Under direct supervision of the Landfill Manager, oversees programs and conducts maintenance and repair activities for balefill equipment including stationary and mobile equipment for baling and landfill operations. In the absence of the landfill manager, performs the duties of the landfill manager. In the absence of the officer manager (also referred to as scale attendant) or the Saturday Scale Attendant, performs the functions including but not limited to directly interfacing with customers, calculating payments, operating the scale computer and related electronic equipment, checking loads, and ensuring the safety of the customer and other employees through observation of safety rules and regulations. In addition, this position supervises all levels of equipment operators, mechanics or other positions related to the direct functions of the baling and landfill operation.

ESSENTIAL FUNCTIONS

- Supervises operation of baler, landfill equipment and operations in the baling facility and landfill cell:
 - Assign workload
 - Conduct load inspections to assure no hazardous or toxic or other restricted wastes are received
 - Conduct facility inspections (especially operational disposal areas)
 - Respond to requests for assistance from landfill office staff (e.g. appliances, dead animals, inspection need, etc)
 - Assist in environmental monitoring program (ground water, methane, etc)
- Conducts or oversees repair, maintenance, monitoring and operations
 - Equipment
 - Facility
 - disposal locations (cell, construction debris, animal trench, compost, metals)
 - building and environs (baling building, maintenance shop, scale, concrete aprons, etc)
 - other areas (fencing, lawn management, wells, litter control, access roads, stockpiles, etc)
- Performs administrative tasks:
 - Assist the Landfill Manager in the development and execution of annual operating budget
 - Developing cost analysis of various equipment and operational
 - Projected fuel, maintenance, and repairs requirements
 - Assist the Landfill Manager in the monthly reconciliation of all activity logs, reports, accounts payable, balance statements (profit/loss), etc.
 - Assist the Landfill Manager in designing and conducting training for personnel particularly for operating methods and procedures (e.g. load inspections, equipment operations, safety protocols, etc)
 - Provides input on equipment operators performance for performance reviews
 - Oversee completion of worksheets and timesheets of equipment operator personnel

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- Complete related documentation (hard copy and/or computer reports) for operations
 - Baling
 - Movement of dirt and covering of disposal sites
 - Equipment repairs & maintenance including fueling, oil changes, cleaning, and related
 - Inventory and ordering of repair parts for equipment and facility
- Prepares equipment and facility replacement and maintenance schedules to coincide with baling and landfill operations;
- Operates landfill scale, computer, cash register and related equipment for incoming solid waste materials;
 - Answers telephone, answers customer inquiries (regarding bills, rates, disposal options, acceptable versus unacceptable material, operating hours, etc) and directs incoming calls to appropriate personnel and/or taking messages
 - Completes all scale office administrative tasks when operating landfill scale including:
 - Preparation of daily cash deposits including receipt of charge payments, statements, invoices, payment warrants and related documentation by end of working day,
 - Completion of daily, monthly, quarterly and annual required documentation, including daily operations log, inspection reports, Colorado Department of Public Health and Environment (CDPHE) reports, bill receipts, special waste inventory manifests/logs, purchase order logs, fuel & equipment maintenance reports, and similar documents and reports
 - Deposit daily cash receipts and charge customer payments with the country treasurer or bank and reconciliation of deposits with bank/treasurer statements
- Performs duties as assistant landfill manager and acts in the manager's absence on matters pertaining to special wastes, recommended repairs, personnel leave requests, and other duties as detailed;
- Works overtime as needed including county/federal holidays, Saturday operations, or during emergency response conditions; and,
- Performs other related duties as required.

ENVIRONMENTAL AND PHYSICAL FACTORS

- May be exposed to varying weather conditions; noise levels, construction environment, disease, potentially hazardous or toxic waste, especially dust and odors, or related items that may be in municipal solid waste
- Work conditions are typically in an industrial warehouse and/or construction type setting and may include sitting, standing, walking, climbing, bending, lifting of weights (usually not over 50 pounds), carrying, pushing, pulling or otherwise moving objects (up to 40 pounds of force, and other related activities
- Requires grasping, standing, sitting, walking, repetitive motions, listening and hearing ability and visual acuity.

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MINIMUM SKILLS, ABILITIES AND QUALIFICATION STANDARDS

- Basic math skills required with the ability to correctly determine charge amounts according to established rates table and to operate cash drawer
- Must possess basic computer skills in a Microsoft™ windows environment to include data entry and ten key operations as software to be utilized includes spreadsheets, word processing, presentation, and database
- Completion of two (2) year vocational/technical certificate in industrial mechanical repair or three (3) years experience in repairing and maintaining equipment as used in the baling and landfill operations or a combination of three (3) years of post secondary education and experience in similar operations plus one (1) year experience with supervisory duties
- Good knowledge of procedures, techniques, materials, tools, safety procedures, equipment and machinery used in baling and landfill operations to include large construction type equipment.
- Ability to read manuals, charts, diagnostic equipment and accurately complete reports on work performed
- Must obtain and maintain Manager of Landfill Operations (MOLO) or similar certification within two (2) years of hire date. Must obtain and maintain Forty (40) Hour Hazardous Waste Operations and Emergency Response (HAZWOPER). Other certifications recommended to obtain within five (5) years of hire date (but not required): Transfer Station Operations, Compost Operations, Construction and Demolition Debris Operations,
- Must obtain and maintain First Aid and Cardio Pulmonary Resuscitation (CPR) certifications.
- Possess valid driver's license.

MANDATORY PROGRAM PARTICIPATION

- This position requires participation in the county drug and alcohol testing program
- This position requires use of safety and personal protective equipment.
- This position requires a baseline auditory test and annual inspection.

USE OF THIS JOB DESCRIPTION

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.

Nothing in this position description restricts Montezuma County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or other reasons deemed appropriate by the County.

Received by: _____

Date: _____

Print Name: _____