



FOREMAN – SOLID WASTE

Definition

Under general supervision and direction, this position is responsible for assisting in the management of solid waste collection and disposal operations ensuring the safe and efficient collection and disposal of solid waste throughout the County; supervises and directs the activities of personnel at all County landfill locations and coordinates their work to meet the goals of the County; ensures compliance with all applicable policies, procedures, laws, and regulations. Performs related duties and administrative work as required.

Examples of Duties:

The Solid Waste Foreman is responsible for managing and directing the activities of all gate attendants and operators and is expected to exercise considerable initiative and independent judgment to ensure that the quality and quantity of work performed is in compliance with applicable safety standards and operating policies. Supervises daily work assignments; gives instructions; provide training and technical assistance to staff; directs and inspects the work of staff engaged in the following activities: constructing, repairing, maintaining, compacting, and covering the active face, entrance and exit roadways; inspecting, cleaning, repairing and sampling of the sewer evaporation ponds; installing signage; removing blow trash; loading, boxing and organizing all recyclable materials. On occasion, work requires operating solid waste collection equipment, some heavy physical exertion and is frequently performed under adverse climatic conditions. Position will include exposure to moving machinery which includes all trucks and equipment; exposure to noises caused by heavy equipment and tools; exposure to dust, fumes, and other irritants. Daily public contact involves answering questions and responding to complaints. A Solid Waste Foreman is a critical services position that is expected to work some holidays and flexible hours. Must have ability to drive for prolonged time; stand, walk, sit, twist, and carry up to 95 pounds.

OTHER DUTIES:

Inspection of all Solid Waste facilities operated by the County.

Outlines work assignments and prioritizes and assigns tasks in a manner that ensures efficient and effective utilization of manpower and equipment.

Determine maintenance needs and safety conditions.

Maintain inventory of materials and equipment and determine needs for the completion of planned work/jobs.

Assist in selection, evaluation, and promotion of personnel.

Serve as a Disaster Service Worker during a County emergency.

Other duties as assigned.

EMPLOYMENT STANDARDS

Experience: High school graduate or equivalent AND five years' experience as a Heavy Equipment Operator. Prior Solid Waste Operations and supervision experience desirable.

Knowledge of:

Principles, materials, methods, and equipment used in landfills.

Operation and care of heavy equipment and maintenance of equipment.

Provisions of the California Vehicle Code applicable to the operation of heavy duty and other equipment on streets and highways.

Principles and practices of supervision and training.

Standards of estimating needed workers, materials, and equipment.

Purpose and proper use of safety equipment, including safe work practices.

Ability to:

Plan, organize, schedule, train, and supervise the work of a Solid Waste staff to include Mechanic, Operators, Gate Staff and WRAP workers

Evaluate the performance of subordinates, complete performance appraisal forms, and take corrective and disciplinary action when needed.

Review time sheets to verify that time worked by employees is correct

Operate landfill equipment.

Make decisions on equipment repairs.

Instruct personnel in the skillful and safe use of all equipment and materials.

Monitor the use and condition of employee protective shoes and other apparel.

Shift personnel to balance resources in all Solid Waste Landfill locations.

Prioritize projects properly to ensure proper completion of those most critical.

Maintain records and prepares reports.

Read and interpret landfill plans, blueprints, and drawings,

Meet and maintain standards of physical endurance and agility.

Work cooperatively with those contacted in the course of work.

Special Requirements: Must possess or obtain by appointment date a valid Class A operator's license with tank, and air brake endorsements issued by the California Department of Motor Vehicles. Must successfully complete a pre-employment background investigation and physical examination, including drug screen. This position is subject to DOT testing as required.