City of Sallisaw Job Description

Job Title: Crew Leader-Landfill

Exempt (Y/N): No

Department: Landfill
Reports To: Superintendent

SUMMARY

The incumbent is responsible for the daily functions and operations of the landfill.

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

- 1. Provide instruction, supervision, and work assignments for landfill employees.
- 2. Operate dozer, loader, blade, packer, excavator, articulating haul truck, backhoe, and scraper.
- 3. Operates equipment on steep slopes.
- 4. Pump, haul and re-circulate leachate when needed
- 5. Monitor, maintain and work on leachate lift station.
- 6. Monitor gas wells.
- 7. Purge and monitor water wells.
- 8. Works on equipment as needed.
- 9. Service and mechanic duties on very costly heavy equipment.
- 10. Fill out gas reports.
- 11. Mow.
- 12. Operate computer, answer phone and attend to daily business of office. Maintain daily operations log.
- 13. Assists with special projects such as building future landfill cells.
- 14. Pick up trash.
- 15. Operates residential, commercial and/or roll-off truck as needed.

- 16. Maintains roads and relieving storm water in and out of landfill
- 17. Responsible for landfill daily operations in the absence of the Superintendent.
- 18. Performs other duties as assigned.
- 19. Instruct employees in the operations, maintenance and safety pertaining to all landfill equipment.
- 20. Responsible for property and equipment valued at less than \$5,000.

SUPERVISORY RESPONSIBILITIES

Supervises employees in the department. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include assists in planning, assigning, and directing work in absence of the superintendent. Disciplining employees; addressing complaints and resolving problems.

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 and/or EXPERIENCE

High school diploma or general education degree (GED); and 2 years related experience and/or training and 7 to 11 months management experience; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

INTERNAL AND EXTERNAL COMMUNICATION

Contacts with immediate associates only as well as frequent contacts with the public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and taste or smell. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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.

While performing the duties of this position the incumbent is exposed to all types of outdoor weather conditions. The incumbent works in high precarious places, near moving mechanical parts, is at risk of electrical shock, radiation and/or vibration. The incumbent is exposed to fumes and airborne particles.

The noise level in the work environment is usually loud.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time to the city limits of Sallisaw, Oklahoma.

Approved: ____

City Manager Date: 10/28/14

Modified: 04/26/11; 10/28/14