

**City of Sallisaw
Job Description**

Job Title: Crew Leader-Landfill

Exempt (Y/N): No
Date: July, 2003

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.

