

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JUNE 20, 2012

CLOSING DATE: JUNE 27, 2012

DEPARTMENT: Recycling & Landfill Management **POSITION:** Solid Waste Operations Supervisor

LOCATION: Globe **JOB CODE:** 12-045

THIS POSTION IS OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: \$36,296.00-\$44,241.60 DOE

NATURE OF WORK

Supervises and coordinates day to day landfill operations, activities and staff for assigned solid waste facility in Gila County and ensures compliance with Federal and State environmental regulations; participates in the work activities.

DUTIES AND RESPONSIBILITIES:

- Coordinates and schedules solid waste activities in regards to disposal of community refuse; ensures compliance with Federal and State environmental regulations pertaining to solid waste disposal.
- Supervises assigned personnel; monitors work activities; coordinates employee time reporting and leave requests, ensures compliance with departmental policies and procedures.
- Monitors the placement of solid waste including planning and surveying to maximize air space and constructing lifts.
- Trains assigned personnel regarding landfill operations, equipment operation, safety requirements, and hazardous waste screening.
- Oversees and provides direction regarding the separation of recyclable products including tires, car batteries, waste oil, metal and paper; ensures effective utilization of airspace and compliance with environmental requirements.
- May operate solid waste disposal equipment including bulldozers, front-end loaders, dump trucks, water trucks, scrapers and compactors; coordinates the maintenance of solid waste equipment.
- May perform various construction duties including building fences, maintaining berms and drainage, and constructing roads for public access to dumping areas.
- Monitors leachate ponds for overflow and pumping; treats ponds for West Nile Virus abatement.
- Prepares and maintains records/reports as required by the Arizona Department of Environmental Quality.
- Coordinates with Department of Corrections personnel in relation to inmate work programs; supervises inmates performing litter control and equipment operation duties as required.
- Schedules transfer trucks for bin pickup and delivery as required.
- Coordinates with engineering firm regarding methane abatement.

WORKING ENVIRONMENT:

Work is performed in variable and/or extreme weather conditions; exposure to medical/hazardous waste, animal carcasses, standing water, and landfill fires; walking, standing, operating heavy equipment and lifting up to 50 pounds are involved.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D and five (5) years heavy equipment operation and maintenance experience including landfill operations experience and one (1) year lead/supervisory experience; or equivalent combination of education, training and experience. Valid Arizona Commercial Driver's License with Tanker Endorsement; Bulldozer I and II Certification; Manager of Landfill Operations Certification; First Aid/CPR Certification. Positions in this classification are subject to drug and alcohol testing.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Landfill operations and activities; solid waste disposal procedures and processes; environmental and safety regulations applicable to solid waste disposal; environmental quality records and reporting; solid waste planning and surveying techniques; recycling processes and practices; construction methods and processes; abatement processes utilized in solid waste disposal; supervisory principles, practices and methods.

Ability to: Coordinate solid waste disposal activities; ensure compliance with safety and environmental regulations applicable to the disposal of solid waste; monitor the placement of solid waste; operate and maintain heavy equipment; perform a variety of construction and general labor functions; monitor and direct recycling activities; coordinate abatement processes; communicate orally and in writing; supervise, lead, and delegate tasks and authority.

Skills in: Supervising day to day solid waste facility operations, activities and personnel.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.