

# Washington County Solid Waste

## **Job Title/description for:**

Waste Foreman

## **Solid Waste Pay Grade: 3**

## **FLSA: Non-Exempt**

## **Job Summary:**

This position is 40 hours per week 8 hours per day. This position has full county benefits. Work schedule is Monday thru Friday but subject to change at need, on call.

Oversees all aspects of the daily Waste Management Department programs; daily operations of two transfer stations; policy recommendations on various issues; budget recommendations, monitoring & forecasting; household waste collection; personnel management; and implementation of projects & programs relating to the Solid Waste Department. Keeping accurate records for the Solid Waste Department as in materials, equipment hours and labor used. Deal with daily work logs, reports, other misc. items such as letters, receipts, answering the telephone, taking detailed messages, and checking messages, sending, and receiving email, helping customers with payments, questions etc. inspecting load entering the facilities, accurately directing customers to the designated site areas, other duties as requested.

## **Duties Performed:**

- Manages Solid Waste program activities and functions to protect the health and safety of the County citizens and the environment; assures compliance with State, Federal and County policy, procedures, and regulations.
- Aids in planning, organizing, implementation, and oversees daily transfer station operations, waste collection, waste reduction, recycling programs under the direction of the Department Head to meet the County and community needs.
- Monitors and manages operations and assures that Solid Waste sites and program activities follow all laws, regulations, and policies.
- Evaluates trends, anticipates problems, and reports on performance of the Waste Management programs to the Department Head.
- Plans and manages the activities of staff; plans, prioritizes and assigns tasks and projects; trains and coaches staff; monitors work, develops staff skills, and evaluates performance.
- Plans, schedules, and prioritizes Waste Management activities and projects to assure accomplishment of goals and objectives; reviews the work of assigned staff to assure the work quality and timely completion of assigned duties and responsibilities.
- Monitors and controls expenditures; collects operational and administrative information and compiles data for reports; analyzes and reports usage statistics to the Department Head.
- Will be “hands on” leading the road crew in projects and doing quality control.
- Must be able to work with minimal supervision.

- Strive to reduce system repair and maintenance costs on a long-term basis.
- Ability to work with external vendors and order parts or supplies needed to complete system repairs and work within allowed budget constraints.
- Demonstrate knowledge and understanding of environmental risks and hazards comply with safety policies and procedures (WC, MSHA, DEQ, SWDH) and ensure daily workplace inspections are done to accurately identify and correct workplace hazards.
- Communicate with management identified maintenance priorities.
- Working safely always.
- Ensure all final verifications specified in work instructions, scope of work, verbal communication and specifications are carried out and complete.
- Accurate and timely submission of reports and technical document including installation reports.
- Maintain cleanliness in areas of work, vehicles and equipment used.
- Be a team player that likes to interact with a diverse group of people.
- A flexible and innovative thinker that can manage many different tasks and people at any given time.
- Perform equipment inspections.
- On call possibly weekends, holidays, and weather events.
- Perform other related jobs as required.

**Supervision Given:** Solid Waste Crew\*

\*In the event the Department Head is out of town AND unreachable by electronic means this position is temporarily in charge of the Solid Waste department with the aid of the Road & Bridge Shop Foreman and County Commissioners if necessary.

\*This position cannot approve compensatory or vacation time off requests unless the Department Head is unreachable and only with the aid of the Department Head's Administrative Assistant. Family emergencies and sick time are allowable anytime, take note and notify the Department Head as soon as possible.

\*This position does not have hiring, termination, or disciplinary authority.

**Supervision Received:** Department Head

**Equipment Used:**

Truck with and without trailers, Waste Spreader, Front end Loader, Excavator, Backhoe, tractor, power tools, hand tools, instruments, scale, radios, and computer.

**Working Conditions:**

Possibly extreme dust, cold, heat, wet, wind, noise, and hazardous driving conditions due to snow, ice, poor visibility, and mud resulting in high stress levels. Position may require overtime and or work on holidays, weekends, before or after normal work hours and poor weather conditions. May be working on steep rough ground and or operating equipment in difficult terrain. Working in heights may be required. Will be operating near and around the public in close quarters with some exposure to hostile and irate people.

## **Job Specifications:**

### **Physical Requirements:**

The ability to work a full shift of physical labor including but not limited to a variety of physical activities, occasionally involving muscular strain. Does involve such things as walking, standing, turning, stooping, sitting, reaching, talking, hearing and seeing. Mental application utilizes memory for details, ideas and written and verbal communications, emotional stability, guided and creative problem solving, lifting heavy objects, climbing in and out of equipment, hand loading, use of hand tools. The position requires the ability to do repetitive procedures in various types of conditions. Most days will be away from the desk and in the field.

### **Education Required:**

High school diploma or equivalent.

### **Special Skills:**

Must have a valid Class "A" Commercial Drivers License (CDL) with Air Brakes and a Federal Motor Carrier Safety Administration Clearinghouse account. The ability to pass a drug and alcohol test and a background check. Must have good communication skills both verbally and written to assist in giving directions and job assignments. Be an effective leader and prioritize small projects for efficient completion. Must be able to take constructive criticism and direction from the Department Head.

### **Experience Required:**

Five (5) years' experience in a Transfer site or Landfill, including three (3) supervisory experience; OR an equivalent combination of education, training and experience.

Must possess a valid Idaho State CDL Class A Driver's License with airbrake endorsement.

### **Training Required After Hiring:**

There may be courses offered for skill advancement subject to timing and budget as approved by the Department Head. This position will have insurance and human resources type training added at the will of the Department Head. Required courses such as mandatory safety training and district familiarization will happen as soon as possible after hiring.

## **EOE Statement**

Washington County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age disability or genetics.