



## City of Irving Job Description

### Landfill Specialist

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Solid Waste Services
<b>Job Code:</b>	14462	<b>Reports To (Job Title):</b>	Landfill Manager

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#### PURPOSE

To process waste into the landfill accurately and efficiently, including weighing and screening loads, calculating and collecting fees and overseeing the disposal of solid waste at the Landfill tipping area.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Oversee the disposal of solid waste at the Landfill tipping area and working face.
- Direct all vehicular traffic entering the Landfill to the tipping area.
- Input all data for the solid waste operations including customer information, truck data, and solid waste statistics into scale software and/or database.
- Complete all financial transactions for the landfill, balance daily cash drawer, reconcile credit card transactions and close office.
- Print reports and verifies for accuracy and corrects as necessary at the end of each day.
- Communicate with the public as well as answers radio calls from landfill operators, collections operators, and other City employees.
- Prepare receipts (both cash & credit) for commercial customers and prepares weight receipts/trip tickets for contracted waste hauler and City vehicles.
- Weigh and/or visually screen the waste materials entering the Landfill, identify and reject the unauthorized loads or materials and segregate the allowable materials to correct location in the landfill; Communicate with the customers to ensure they are aware of what to do with all materials.
- Make contact, visual and verbal, with each vehicle entering the disposal area.
- Review the work flow at the disposal area, direct the vehicles to the appropriate areas and ensure that all equipment and operators are aware of the vehicle.
- Conduct required waste screenings and complete the Waste Screening reports.
- Responsible for the safety of all vehicles, equipment and people at the working face.
- Provide customers with information regarding landfill regulations and policy, safety procedures, recycling and other disposal alternatives, etc.

#### OTHER DUTIES AND RESPONSIBILITIES

- Respond to after-hours trouble calls on emergencies.

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 10 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Maintain daily records of all financial transactions that take place at the Irving landfill scale-house.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12<sup>th</sup> grade.

### **EXPERIENCE**

- Two (2) years of related experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license.
- Public Weigher's Certificate.
- Solid Waste Technician Letter of Competency (preferably TCEQ MSW "A" license)
- TCEQ MSW Waste Screening license.

### **KNOWLEDGE OF**

- Landfill Guidelines: Types of waste allowable, locations designated for each type, and federal, state, and City ordinances relating to waste disposal.
- Maintenance & Use Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency. Also, operation, use and general maintenance of collection vehicles and equipment.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Office Systems: Administrative/Clerical procedures and systems, such as word-processing systems, filing, records management systems, and other office procedures & terminology.
- Safe working practices.
- Practices, Policies and Laws: City and Departmental Policies, as well as pertinent Federal & State laws, Municipal Ordinances, Codes, Regulations, & Landfill Permit requirements.
- Basic Math: Adding, subtracting, multiplying, and dividing quickly.

## **SKILLS AND ABILITIES IN**

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Service Orientation: Actively looking for ways to help people.
- Mechanical/Technical: Safely operating a diversity of equipment, including computers.
- Planning: Sensing the environment and setting goals and objectives.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Visualization: Imagining how something will look after it is moved or rearranged.

## **GUIDANCE RECEIVED**

### **Periodic Supervision and Range of Guidelines/Procedures**

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

## **CONTACTS**

Interacts with others, generally to coordinate support with internal customers, contractors, business entities, & assist with the immediate needs of the general public, primarily residents.

## **EQUIPMENT AND PROPERTY**

Sedans, pickups, two-way radio, office equipment including personal computers equipped with department specific software including landfill scale and routing software, copiers, and fax machine.

## **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.\*

The employee constantly is required to listen, see, walk, and stand for long durations S/he frequently is required to drive a vehicle, sit, smell, and/or talk. The employee occasionally is required to balance, carry, climb, crawl, grasp, handle, feel, kneel, lift up to 50 pounds, pull, push, reach, and/or stoop.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee is exposed to extreme vibration, blood-borne pathogens, confining workspace, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high and precarious work places, uneven ground, improper illumination, moving mechanical parts, hazardous traffic conditions, and/or toxic or caustic materials. S/he is required to make decisions directly affecting the safety of others. The noise level in the work environment usually is loud.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.