



City of Irving Job Description

Landfill Specialist

FLSA Status:	Non-Exempt	Job Department:	Solid Waste Services
Job Code:	R462	Reports To (Job Title):	Solid Waste Services Supervisor

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.*

- Operate highly complex heavy vehicles and equipment up to 140,000 lbs. such as bull dozer, track hoe, track loader, landfill compactor, scraper or articulated truck, water wagon, motor grader, street sweeper, tub grinder, tractor with batwing and/or other similarly complex vehicles or equipment in accordance with safety procedures to accomplish assigned tasks.
- Oversee the disposal of solid waste at the Landfill tipping area and working face.
- Process incoming material with heavy equipment to build waste cells per designed landfill permitted plans.
- Adhere to the landfill, storm water and air permits and demonstrate compliance.
- Perform grounds-keeping duties, utilizing zero turn mower, push mower, ag tractor with bat-wing, chainsaws and weed eaters in accordance with safety procedures to accomplish assigned tasks.
- 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

- Act as spotter and direct vehicles where to offload materials at the working face.
- Operate pumps; install piping or hoses for dewatering and storm water controls.
- Pick up litter on and off-site, set litter fencing, as required.
- Respond to after-hours trouble calls on emergencies.
- Perform related duties as assigned.

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 12th grade.

EXPERIENCE

- Two (2) years of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must currently possess a valid Class A or B driver's license with CDL endorsement
- Public Weigher's Certificate.
- Solid Waste Technician Letter of Competency (preferably TCEQ MSW "A" license)
- TCEQ MSW Waste Screening license.

KNOWLEDGE OF

- Regulatory Requirements: 30 TAC Chapter 330 rules, Landfill Permit requirements, Storm Water Permit requirements, and EPA Air Permit requirements.
- Landfill Guidelines: Types of waste allowable, locations designated for each type, and federal, state, and City ordinances relating to waste disposal.
- Landfill Safety: Safe working practices, which includes an understanding of the properties of methane gas and safety procedures for methane gas.

- 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.
- Waste Screening Requirements and Hazardous Waste and PCB Detection and Prevention
- 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.
- Basic Surveying: Use of a rod and transit for shooting grade, and GPS grade control system.

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

Detailed Instructions and Standardized Procedures

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

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

This position may utilize sedans, pickups, two-way radio, heavy equipment up to 140,000 lb. GVW, track dozer, frontend loader, motor grader, tool-carrier, excavator, articulating dump truck, boom-truck, roll-off truck, fuel truck, water wagon, landfill compactor, tub grinder, sweeper, and/or rubber tire loader and 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. Occasionally, s/he 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.