SOLID WASTE FOREMAN

POSITION SUMMARY

Under general direction, performs a variety of tasks including complex operations, maintenance and repair activities in and on public works facilities equipment, in solid waste collection, disposal and recycling operations. Work may vary, requiring individual judgement following established standards and procedures.

RESPONSIBILITIES

Essential Duties:

- Carries out and serves as lead Operator, instructs workers in safety procedures, and policies;
- Operates and maintains heavy equipment, machinery, and specialized equipment used in operation and maintenance of solid waste collection, disposal and recycling.
- Monitors the collection, disposal and recycling of materials at the solid waste transfer facility and landfill to ensure compliance with regulatory requirements.
- Monitors compost operations at the landfill.
- Schedules and maintains refuse accounts, coordinates billing and account information and ensures information is accurate.
- Perform routine and preventive maintenance of vehicles and equipment. Assist with major equipment maintenance and repair as assigned.
- Responds to and investigates problems and complaints regarding assigned services and tracks responses to ensure the problems and complaints are appropriately resolved.
- Superior and seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Purchase departmental supplies and provide input for budget preparation.
- Enforces State and Local regulations and policies regarding collection and disposal operations.
- Conducts and Participates in safety training programs.
- Picks up litter as needed.
- Performs snow removal and ice control around Solid Waste facilities; may assist other departments as needed.
- Perform other duties of similar nature or level as required.

Knowledge, Skills and Abilities:

- Interpreting work specifications;
- Ability to determine daily work assignments.
- Reading and comprehending maps, diagrams, and regulations;
- Maintaining files and records;
- Knowledge of City geography and street locations;
- Knowledge of operation and maintenance of equipment, tools, machinery, and systems;
- Skills for snow removal, ice control and removal techniques;

- Knowledge of environmental standards and compliance requirements;
- Knowledge of public works infrastructure;
- Ability to lead and train staff;
- Ability to use a variety of office equipment and related applications;

Judgment/Decision Making:

- Perform duties within scope of general City policies, procedures, and objectives.
- Expected to exercise considerable initiative and independent judgement to ensure that the quality and quantity of work performed complies with applicable safety standards and operating policies. Exceptions to policies or procedures must be referred to supervisor;
- Make recommendations on departmental and City policies, procedures, and practices;
- Decisions must be accurate to ensure safety of employees and the traveling public;

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Monitors performance and provides direction to Solid Waste personnel in daily operations;
- Leads other employees in completing tasks while continuing to work alongside.
- Communicates with department staff face-to-face and through email as well as in confidential settings.
- May train employees on various type of trucks and equipment.
- Confers with manager about human resources, such as hiring, training, and operational issues;

Relations to Others:

- Position requires substantial contact on a regular basis with employees of several City departments along with the public. Contact with the public usually will involve explaining City policies and procedures;
- Entrusted with sensitive information relating to employees and/or City policies or functions;
- Be innovative and creative if necessary to meet the needs of the citizens of the city;
- May make presentations to small groups of employees or the general public as requested.

SKILLS

Education and Experience:

- High School Diploma or General Equivalency Degree (G.E.D.) required.
- Minimum three years directly related experience.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

SOLID WASTE FOREMAN

- Valid Driver's License;
- North Dakota Class B Commercial Driver's License. with Air Brakes.
- NDDEQ Landfill Operator Certification.
- NIMS-ICS Certifications: 100, 200, and 700
- SWANA Certifications (2 or more of the following): Landfill Operations; Waste Screening; Collection Operations; Recycling

WORKING CONDITIONS

Working Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- Incumbents may be required to work overtime, weekends and holidays; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work.
- Routine exposure to the threat of physical harm from others including the threat of loss of life, exposure to hazardous substances, unpleasant working conditions such as adverse weather conditions or the extreme risk of accident or ill health. Threats are difficult to identify or protect against.
- May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noise.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification: Grade 15 (PW-15)
FLSA: Non-Exempt
Updated to new format: 11/28/12 **Approved by CSC:** 11/30/12
Approved by Commission: 4/4/2023
Updated by: 2023 Budget change – Title and grade change for Senior Operator to Foremen, 1/17/2025 Changed grade level per commission approval of wage study and 2024 budget LH. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.