



Monterey Regional Waste Management District

Job Description

Position:	Heavy Equipment Supervisor	Department:	Landfill
Position Status:	Full Time / Non-Exempt	Bargaining Unit:	Operations Unit
Reports to:	Site Operations & Facilities Manager	Revised:	November 2017

DEFINITION:

Under general supervision, to supervise and train assigned staff operating a variety of heavy power-driven equipment at a landfill site; to coordinate and perform the compacting and covering of waste materials; to perform or demonstrate the more difficult and complex tasks; and to perform other job-related duties as required.

DISTINGUISHING CHARACTERISTICS:

This is the supervisory level in the Heavy Equipment Operator Class series. The incumbent directs, supervises and coordinates the work assignments of staff operating a wide variety of heavy landfill equipment. The incumbent is expected to perform or demonstrate the more difficult or complex tasks. In addition, they perform heavy equipment operator assignments, as needed to maintain landfill operations.

ESSENTIAL FUNCTIONS:

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices.

- Organizes, supervises, and coordinates the work of Landfill department staff and other support staff.
- Operates equipment used in landfill maintenance and operations.
- Operates equipment to grade and maintain access roads.
- Assists with controlling and directing waste disposal operations.
- Develops work schedules and assigns and prioritizes work for staff.
- Assists in the development and implementation of departmental goals, policies and procedures; reviews, recommends and implements improvements to department protocols and procedures; ensures conformity to policies and performance standards.
- Supervise, train and evaluate assigned staff; provides or coordinates staff training; provides expertise and direction to staff.
- Monitors equipment operation for problems and repair requirements.
- Interprets and explains District policies and procedures on waste disposal requirements, equipment operations, and identification of hazardous and toxic waste materials.
- Assists with proper implementation of work safety programs, ensuring compliance with safety rules and regulations.
- Monitors and insures proper responses to public inquires and provides satisfactory customer services.
- Assists with recordkeeping and report preparation.
- Provides input on the need for new and replacement equipment and supplies.
- May be required to operate water wagon.
- Adhere to an assigned work schedule, adjust working hours to include evenings and/or Saturdays if necessary, and meet District attendance standards.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees, and have

regular and reliable attendance and timeliness. Must work cooperatively and respectfully with fellow employees and supervisors at all times.

- Communicate clearly and concisely both orally and in writing.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

The incumbent in this position provides direct supervision to department staff and may have indirect oversight of employees from other departments who provide support assistance at the Landfill.

QUALIFICATIONS:

Knowledge of:

- Procedures, tools, equipment, and materials used in waste management and landfill site operations and maintenance, repair, and construction.
- Principles and techniques of supervision and training.
- Characteristics, operation and routine maintenance of motorized public work equipment including bulldozers, compactors, loaders, graders, rollers, and related equipment.
- Provisions of the California Vehicle Code relating to the operation of medium-sized and heavy equipment.
- Work safety methods and programs.
- Operation of a variety of hand and power equipment.
- Basic methods, and practices of environmental, health, and safety programs as they effect landfill equipment operations.
- Laws and regulations governing environmental, health, and safety programs at a landfill.
- District regulations and policies related to waste disposal, landfill usage, hazardous and toxic waste materials control, and recycling.

Ability to:

- Provide supervision, training and work evaluation for assigned staff. Skillfully operate vehicles and heavy motorized landfill equipment including compactors, bulldozers, graders, scrapers, skip loaders, dump trucks, backhoes, excavator, and other equipment as used in solid waste management and landfill operations and maintenance.
- Perform a variety of general maintenance work.
- Make basic repairs and maintain tools and equipment.
- Understand and carry out oral and written directions.
- Read and write at the level required for successful job performance.
- Perform heavy physical labor requiring strength, dexterity, and agility.
- Establish and maintain cooperative working relationships with all levels of the organization and with the public.
- Work independently and apply sound judgment and critical thinking skills to make effective decisions.
- Adhere to an assigned work schedule, adjust working hours as necessary, and meet District attendance standards.

TRAINING AND EXPERIENCE:

Any combination of training and experience which demonstrates possession of and competency in requisite knowledge and abilities would be qualifying. A typical way to obtain the required knowledge and abilities would be:

- A minimum of three (3) years of work experience in the landfill environment.
- Experience in the operation of heavy equipment utilized in landfill operations, maintenance, and construction work.

- A minimum of three (3) years Supervisory experience and/or completion of relevant leadership training as determined by the District is required.
- Certification as Manager of Landfill Operations (MOLO) or similar certification is required within six months of employment.
- Possession of a High School Diploma or Equivalent G.E.D. is highly desired.
- Knowledge and understanding of the importance of the WDRs for compliant landfill operations and a minimum of three (3) years of experience working with compliance regulations and the local regulators.

Special Requirements:

- Continued possession of a valid California Driver's License, including on-going insurability to drive District vehicles.
- Pass District physical examination, which includes drug testing and pre-employment assessment of safe work capacity in relation to the essential job functions of the position.

TYPICAL WORKING CONDITIONS:

Work is performed outdoors in varying temperature, weather, and humidity conditions; work is performed in an environment with constant noise; exposure to trash, dirt, mud, grease and oils; exposure to moving equipment; exposure to electrical current; wears special protective clothing; constant contact with staff and the public.

Physical Demands - Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; physical ability to perform heavy physical labor; walk for long distances and on sloped ground and uneven surfaces; lift and move objects weighing up to 50 pounds without assistance and heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; ability to operate maintenance equipment such as backhoes, excavator, skip loaders, compactors, graders, bulldozers, trucks, and front end loaders.

Mental Demands - While performing the duties of this class, employees are regularly required to use oral communication skills; read and interpret data, learn and apply new information or skills; work under deadlines and interact with all levels of District management and personnel, and the public.

Work Environment - Normally work is performed in a landfill environment; constant exposure to dirt, dust foul odors and outdoor conditions; constant contact with staff and the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print