

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Landfill	DEPARTMENT NUMBER	840
REPORTS TO (TITLE)	Director of Community Services	JOB FAMILY	Community Development
PAY GRADE	8	DATE OF LAST REVIEW	December 2023

<b>NATURE OF WORK</b>
<p>The fourth level of the Landfill series oversees the day-to-day operations of the Ottumwa/Wapello County Landfill, including supervising staff and allocating resources, meeting Federal, State, and local requirements, regulations, codes and/or standards. Assists and acts in the absence of employees, when needed. Substitute and/or assist Equipment Operators, Groundskeepers and Gatekeepers, as necessary. Assists the Director of Community Development in establishing and fulfilling short- and long-range goals and plans for the landfill.</p>

<b>DUTIES / RESPONSIBILITIES</b> <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Supervises staff by prioritizing and assigning work to ensure day-to-day operations and activities are carried out according to Federal, State and local requirements, regulations, codes and/or standards. Complies with all Department of Natural Resources regulations.
2.	Maintains records, logs and other written documentation and generating reports regarding landfill operations to departments and agencies such as Department of Natural Resources, City of Ottumwa Finance Department, Community Development Department and Solid Waste Commission.
3.	Reviews and evaluates on-going projects and programs; implements changes in procedures and/or plans to meet current situations.
4.	Assists the Director of Community Development in preparing the landfill budget
5.	Conducts performance evaluations and training of personnel to ensure compliance with policies and procedures and a healthy and safe work environment. Reviews and submits timesheets to payroll. Makes hiring, termination, and disciplinary recommendations.
6.	Responsible for keeping litter and trash picked up along roads leading to the landfill, around the landfill site and around neighboring properties

<b>FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:</b>
N/A

<b>SUPERVISORY RESPONSIBILITIES</b>
Evaluates and signs performance reviews, approve timecards, conduct job interviews, reward/discipline etc. of regular, part-time and contract employees in the Landfill Department. Makes hiring, termination, and disciplinary decisions.

**TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS**

High School Diploma or equivalent diploma (G.E.D.)

AND

Two (2) years of supervisory experience is required.

Experience with government regulations and reporting is preferred.

A Bachelor's degree in Environmental Sciences, Engineering or closely related field preferred.

**LICENSING / SPECIAL REQUIREMENTS**

Valid driver's license

- Possess and maintain valid Commercial Driver's license "Class A" along with Air Brake Restriction removed and tanker endorsement added
- Must obtain within six months of employment (dependent on availability of training program)

Landfill Operators Certification that meets the DNR requirements

- Required within one year of appointment

**SKILL / ABILITIES REQUIREMENTS**

- Ability to operate tools and equipment used at the landfill
- Reading comprehension skills to understand environmental regulations, requirements, codes and/or standards.
- Communication skills to clearly communicate with subordinates, landfill customers, the public and elected officials.
- Customer Service skill to handle difficult customer service situations and to resolve workplace conflicts
- Prioritizes and assigns work;
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, handling, grasping, feeling, talking, hearing and seeing. Ability to operate tools and equipment used at the landfill / recycling center.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats as needed.

**WORKING ENVIRONMENT / CONDITIONS**

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)

- Extreme temperatures
- Inadequate lighting
- Intense Noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.
- Ability to maintain balance walking across uneven terrain.

**CLASSIFICATION HISTORY**

DATE	COMMENT
December 2023	Updated per the PDQ by BC
October 2024	Updated CDL requirements by BC

**EEOC**

*The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

**ACKNOWLEDGEMENT**

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.