

**BANNOCK COUNTY**  
**CLASS SPECIFICATION**

**ASSISTANT LANDFILL SUPERVISOR**

Department: Road & Bridge - Solid Waste  
FLSA Designation: Non-Exempt

Pay Grade: 10  
Effective Date: 10/04, 8/09

**Purpose of Class**

Provides working supervision and coordination of County landfill activities; performs related work as required.

**Primary Function**

The principal function of an employee in this class is to assist and provide working supervision of the Operations Technicians, Equipment Operators, Waste Screener/Maintenance Worker, and other designated subordinate workers. The work is performed under the supervision of the Landfill Supervisor and Solid Waste Manager, with some latitude for the exercise of independent judgment in accordance with policies, procedures and techniques. The principal duties of this class are performed in an outdoor environment and include working in adverse weather conditions and dangers involving the use of heavy equipment and hazardous materials.

**Essential Duties and Responsibilities (will vary by assignment)**

- Assists with supervision and training of operations staff;
- Performs scheduled and assigned maintenance at County landfill;
- Operates heavy equipment including, but not limited to, compactor, D-8 cat, sand truck with plow, and water trucks according to landfill rules and regulations;
- Performs duties of burying and compacting waste, grading and watering roads, landfill perimeter maintenance, building repair, welding and other assigned duties;
- Ensures landfill safety through employee training and supervision, inspections and customer oversight and education;
- Implements and supervises various landfill programs and projects on a daily basis;
- Investigates and settles complaints from customers according to landfill rules and regulations;
- Ensures customer inquiries/complaints are handled efficiently and courteously;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

**Other Duties and Responsibilities**

- Performs duties of Landfill Foreman in that employee's absence;
- Performs other related duties as required.

## **Competency Requirements**

Knowledge of:

- Record keeping principles and procedures;
- English grammar, spelling, and punctuation;
- Principles, practices, and equipment involved in recycling and providing solid waste services;
- Current supervision techniques;
- Heavy equipment operation and basic maintenance;
- Current customer service skills;
- Emergency procedures and practices related to landfill environment;
- Hazardous waste rules and regulations and related safety practices;
- County landfill rules, regulations, and procedures;
- Equipment and tool operation and maintenance practices and procedures;
- Federal (OSHA) and state regulations and County policies regarding safe work practices relating to use of hand and power tools, slopes, heavy equipment and landfill operations.

Ability to:

- Supervise the work of subordinate personnel;
- Operate heavy equipment, including but not limited to, compactors, graders, dump trucks, backhoes, D-8 cat, and related equipment as assigned;
- Operate hand and power tools safely;
- Supervise the safe dumping of materials;
- Instruct the public in safe dumping methods according to landfill rules and regulations;
- Perform basic maintenance and repair on heavy equipment;
- Identify hazardous material and dispose of properly;
- Complete CPR and First Aid certification within 60 days of hire;
- Follow written and oral instructions;
- Operate a motor vehicle;
- Communicate effectively with the public and other employees including in sensitive situations.

## **Acceptable Experience and Training**

- High school diploma or GED equivalency, plus one (1) year of specialized training or experience in landfill management provided through professionally sponsored workshop and seminars, technical college or in-service is required; and
- Four (4) years of experience with landfill operations and heavy equipment operation related to these operations is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

- Idaho Class A CDL drivers license. Tanker, multiple trailer, and hazardous materials endorsements may be required;
- Forklift certification may be required;
- First Aid/CPR certification may be required.
- Flagger/traffic control certification or ability to obtain is required;

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate with the public and employees, discern verbal instructions and alarm and warning systems, including backup alarms;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to supervise the safety of co-workers and the public, safely operate heavy equipment, identify hazardous materials and wastes, comprehend written work instructions and work orders;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to drive a motor vehicle, operate heavy equipment, operate a variety of power and hand tools and to make adjustments to equipment;
- Sufficient personal mobility, stamina, flexibility, and balance to lift/move up to 50 pounds, operate heavy equipment safely, to perform maintenance and repair operations that require bending, stooping, kneeling, stretching, and other physical exertions in an outdoor environment, frequently in extreme temperatures and conditions including wind, rain and snow.