



EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 874-2110 with any question. Email resume to: lrutledge@selma-al.gov.

DEADLINE FOR TRANSFER REQUEST, APPLICATIONS AND RESUMES ARE DUE BY Monday, December 8, 2023 AT 4:30 P.M.

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Position:	Supervisor INERT
Reports to:	Director - Public Works
Subordinate Staff:	Driver II; Driver II/ Landfill Attendant
Other Internal Contacts:	Recycling; Transfer Station; Public Works; Sanitation
Location:	4555 Water Avenue, Selma, Alabama 36703
Status:	Regular, Full-time
Schedule:	Monday – Friday
Rate of Pay:	\$21.63 per. Hour/ \$45,000.00 Annually
External Contacts:	General Public; Alabama Department of Environmental Management (ADEM); Environmental Protection Agency (EPA); Solid Waste Association of North America (SWANA); Construction Firms; Contractors; Vendors

Job Summary

City of Selma, Alabama - INERT

Under the general supervision of the Public Works Director, the employee oversees and manages the day-to-day operations of the construction and demolition landfill operations. The employee maintains subordinate work schedules and tracks vehicles and contents brought to the landfill. Employee ensures work is performed in accordance with state and federal rules and regulations per ADEM and EPA. Employee drives and operates all heavy equipment as required; performs general and routine maintenance to equipment essential in successful operation of the landfill. The employee fills in for absent workers as needed. The employee completes required reports for landfill operations and ensures all rules and regulations are followed for proper landfill operations. The employee exercises independent judgment, initiative, and understanding in interpreting rules and regulations in meeting unique job situations. Work is performed in accordance with established rules, regulations, and guidance. This job is considered safety-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Supervision and Management. Employee oversees and supervises the day-to-day landfill operations.

1. Creates work schedules and assignments for employees.
2. Gathers employee time and forwards to Administration for processing.
3. Receives daily inspection sheets from employees; enters data into computer and files.
4. Handles complaints from employees.
5. Handles disciplinary issues of employees per City rules and regulations.
6. Fills in for others during absences.
7. Ensures employees are wearing proper safety equipment.
8. Coordinates leave and time off for assigned personnel.
9. Conducts employee performance evaluations.
10. Completes daily activity log.

ESSENTIAL FUNCTION: Landfill Operations. Performs duties to properly operate the Authority's landfill in accordance with federal and state guidelines.

1. Interacts with the private sector, federal and state regulatory agencies regarding policies and landfill usage.
2. Checks all vehicles entering the landfill for illegal items and waste.

3. Ensures local contractors have a valid dump permit; ensures proper charges are assessed.
4. Reviews quarterly reports to ADEM, as required.
5. Ensures environmental samples (i.e., water) are collected throughout the landfill for testing and analysis on the prescribed schedule.
6. Inspects the landfill for illegal items; ensures illegal items are not inadvertently left after a landfill deposit.
7. Observes dumping for compliance with proper procedures and safety guidelines.
8. Inspects landfill regularly to check for washouts, erosion, and other issues.
9. Keeps landfill clean of debris or items that could be carried away in high winds.
10. Ensures fire lanes are available so fire emergency equipment has access to all areas of the landfill.
11. Conducts regular readings of landfill methane wells to ensure methane is properly vented.
12. Performs maintenance on existing and lays new methane gas piping throughout the landfill as needed.
13. Ensures the landfill gas collection and control systems (GCCS) are maintained and operating correctly.
14. Performs installations of extensions to the GCCS.
15. Fabricates repairs and/or modifications to wells, wellheads, collection lines, condensate traps, migration probes, vaults, flares, and associated equipment.

ESSENTIAL FUNCTION: Equipment Operation. Operates heavy equipment to properly cover and maintain the landfill.

1. Operates heavy equipment such as bulldozer and front-end loader to crush and spread newly dumped waste; covers waste with appropriate number of inches of dirt.
2. Operates power tools (e.g., lawn mower, weed trimmer) as required to maintain the landfill.
3. Performs daily safety and maintenance inspections on assigned equipment.
4. Performs basic preventative maintenance on equipment, checks tires, tracks, oil, fluid levels and lights.
5. Maintains logs and service records for equipment, fuel usage, and maintenance.
6. Ensures equipment is properly fueled.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City geography and locations.
3. Knowledge of landfill operations.
4. Knowledge of hazardous materials.
5. Knowledge of ADEM regulations and procedures.
6. Knowledge of heavy equipment operations.
7. Knowledge of landfill GCCS.
8. Knowledge of Operator Qualification Training (OQT) and gas pipe servicing.
9. Knowledge of Occupational Safety and Health Administration (OSHA) rules and regulations for safe use of equipment.
10. Knowledge of occupational hazards and safety rules including accident causation and prevention.
11. Communication skills to effectively communicate internally and externally, both orally and in writing.
12. Reading skills to understand and interpret ADEM regulations, directives, procedures, and instructions.
13. Verbal skills to communicate effectively with supervisor, co-workers, and general public.
14. Writing skills to clearly and neatly complete routine forms and records.
15. Hand-eye skills to properly operate equipment and use basic hand tools.
16. Ability to supervise others.
17. Ability to understand both oral and written instructions.
18. Ability to communicate effectively with supervisors, co-workers, and the general public.
19. Ability to organize and multi-task.
20. Ability to work with no supervision.
21. Ability to work independently.
22. Ability to deal with the public in a courteous manner.
23. Ability to exercise good judgment in interpreting and enforcing landfill policies and procedures.
24. Ability to use computers and office productivity software.
25. Ability to use standard office equipment.
26. Ability to inspect vehicles entering and departing landfill.
27. Ability to use cellular and multiline telephones and two-way communication devices.
28. Ability to handle stressful situations when working with upset customers.
29. Ability to operate handheld tools such as a weed eater or push mower.
30. Ability to operate heavy equipment.
31. Ability to perform manual labor.
32. Ability to lift and move heavy objects.
33. Ability to wear protective clothing and safety equipment as required.
34. Ability to work outside in adverse or extreme weather conditions.
35. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma/GED.
2. Minimum three (3) years of work-related experience in landfill management and operating heavy equipment; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job may be considered.
3. Possess a current and valid driver's license and be insurable.
4. Possess and maintain SWANA certification as a C/D (Construction and Demolition) Landfill Operator.
5. Ability to work nonstandard hours and on-call 24/7.
6. Ability to travel for training and CEU courses.
7. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, dangerous machinery, or similar situations where conditions cannot be controlled.
