



JOB DESCRIPTION

TITLE: Solid Waste Foreman
DEPARTMENT: Public Works – Solid Waste Division
GRADE: 14
FLSA: Non-Exempt
EEO DESIGNATION: Professional
REVISION DATE: 7-1-2016

POSITION SUMMARY

The Solid Waste Foreman works under the direction of the Solid Waste Manager. This is a working supervisor that performs routine solid waste and recycling collection and operations.

ESSENTIAL FUNCTIONS:

- Acts as crew leader in the absence of the Solid Waste Manager or as assigned.
- Assists in training, evaluating and disciplining staff as needed.
- Assists in developing short and long range plans that identify actions required to provide for the solid waste needs of the city.
- Drives and operates a variety of refuse collection equipment including operating a tilt-frame truck, large 22-yard roll-off containers, automated side loader, automated packers, stake bed delivery vehicle, and light, medium, and heavy trucks.
- Responsible for daily maintenance of assigned truck including checking fluid levels, hydraulic hoses, tire wear and pressure, and safety devices. Completes required daily preventive maintenance and other logs. Cleans trucks on assigned schedule, or as needed to maintain effective operation. Refers equipment to fleet management for needed repairs.
- Collects refuse daily on assigned routes. Follows a complicated route map and completes route within allotted time. Operates in light to heavy traffic through residential areas and on the highways. Collects from containers while driving and/or backing between parked vehicles and other obstructions in tight, restricted or congested areas.
- Loads, compacts and transports refuse to designated sanitation dumping facility. Ensures compliance with all federal, state and local laws and policies regulating safety and load limits. Dumps collected refuse in accordance with established policy and procedures.
- Assists other Solid Waste Operators with their routes as needed.
- May provide assistance to customers with special needs (box pickups, bringing can to curbside etc). May be required to manually empty trash containers in certain areas. Provides service for missed pickups from previous workdays.
- Responds to citizen's special needs and complaints. Establishes and maintains good relations with residents.



JOB DESCRIPTION

- Reports damaged or missing containers to appropriate personnel. Assists Streets Division by reporting damaged roads, and missing or damaged traffic signals and signs.
- Maintains records; orders materials and supplies; prepares and submits reports, provides personnel and budget management for the Solid Waste Division.
- All other duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

- Must possess a valid Utah Class B Commercial Driver's License and maintain current medical card.
- Must have 3-5 years experience as a Solid Waste Equipment Operator operating a side loader residential garbage truck.
- Must have an excellent safety record and be accident free for a minimum of two years.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must have basic knowledge of the operation and preventative maintenance of refuse collection trucks or other heavy equipment.
2. Ability to operate the automated refuse collection truck with side-loading mechanical arm in a safe and efficient manner.
3. Must be able to follow specific and general instructions; learn and follow standard safety practices and procedures inherent in refuse collection.
4. Ability to simultaneously operate the vehicle with hands and legs while operating equipment using a series of levers, buttons, and pedals in a repetitive and continuous motion.
5. Ability to communicate effectively with the public under potentially adverse circumstances and to work well with supervisors, co-workers, and employees in other departments.
6. Ability to follow city policy, establish priorities, concentrate on tasks accurately, accomplish duties in a timely manner and perform work with speed and accuracy.
7. Knowledge of computers and the various software applications utilized to support a sound solid waste management and maintenance program.
8. Ability to communicate effectively both verbally and in writing; prepare clear, concise, accurate and informative reports.
9. Establish and maintain effective working relationships with both internal and external customers.
10. Able to handle confrontational situations and make sound decisions.
11. Project a professional image when serving the public, responding with a high degree of accuracy and with a high level of courtesy and a strong public service orientation.



JOB DESCRIPTION

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes, and travel conditions. Must drive and sit in uncomfortable positions for extended periods. Constant exposure to traffic hazards, inclement weather, noise, dust, disagreeable smells and fumes, grease and unsanitary health hazards. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, and the physical mobility to negotiate getting in and out of heavy equipment. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints. Must be able to lift up to 100 pounds. Unconventional working hours including long shifts, weekends and holidays as needed.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.