

FORT BELKNAP INDIAN COMMUNITY

POSITION DESCRIPTION

Department: Prairie Mountain Utilities **Location:** Fort Belknap

Title: Solid Waste Manager **Salary:** Pending **Status:**

GENERAL STATEMENT OF DUTIES

To plan, organize, and direct the activities of the Solid Waste section within the Prairie Mountain Utilities; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to the Utility Director.

DISTINGUISHING FEATURES OF THE CLASS

This level recognizes positions that provide full second-line, direct supervision to employees within a work section and/or assumes substantive and significant programmatic responsibility in a defined area or specialty. Employees in this class also drive and operate roll off container trucks and compactor truck to transport solid waste materials and recyclable materials to certified landfill, markets, or other certified disposal locations. Work is performed following an established route of convenience sites. Skill and care are required in operating the trucks. Employees are subject to hazards in sanitation work including working in both inside and outside environments, and exposure to various hazards such as dust, odors, noise, vibration, moving mechanical parts, atmospheric conditions, and oils. Work is also subject to the final OSHA standards on blood borne pathogens. Work is performed under regular supervision and is evaluated by periodic observation and discussion by the PMU Director.

LEVEL OF AUTHORITY

Receives general direction from the Utility Director and exercises direct supervision over Solid Waste personnel.

ESSENTIAL DUTIES AND TASKS

Operates roll off container truck and compactor truck to transport solid waste and recyclable materials to landfill, markets, or other disposal sites.

Makes and maintains simple records of work activities.

Monitors the unloading of materials at collection sites or landfill for adherence to regulations.

Checks fuel, tire pressure, and fluid levels on equipment; washes truck, changes tires and greases daily; and checks fluids.

May assists in garage with arc and other types of welding on trailers, wheels and brackets. - Duties may include, but are not limited to, the following:

Recommend and implement section goals and objectives; assist in development and implementation of policies and procedures.

Plan, develop and oversee the work of staff and consultants involved in solid waste operations, engineering, environmental compliance, facility planning and public education.

Evaluate solid waste operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.

Develop, negotiate and manage solid waste collection and disposal, engineering and environmental services; complete all federal, state and local reporting and testing requirements.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for projects, equipment and staff; monitor and control expenditures. Participate in the selection of staff; coordinates staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed. Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.

Develop and implement short and long range plans for solid waste operation. Develop, implement and review utility recycling program. Perform related duties as assigned.

On a continuous basis, know and understand all aspects of assigned job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures. Interpret and explain pertinent utility department policies and procedures.

ADDITIONAL JOB DUTIES

Performs related duties as assigned.

Recruitment and Selection Guidelines

KNOWLEDGE SKILLS AND ABILITIES

General principles of economic development and facility planning as applied to solid waste projects.

Pertinent local, State and Federal rules, regulations and laws.

Knowledge of the procedures, methods and computer equipment.

Principles and practices of research, analysis and management.

Principles of supervision, training and performance evaluations.

Principles and practices of work safety.

Ability to observe and resolve operational problems.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clear and concise both orally and in writing.

Supervise, train and evaluate assigned staff.

EXPERIENCE AND TRAINING

Three years of increasingly responsible professional experience in the solid waste field, including supervisory responsibility.

Training:

Training or certification in solid waste management or a related field.

PHYSICAL EXPERIENCE

Must be able to physically perform the basic life operational functions of climbing, balancing, reaching, standing, pushing, pulling, lifting, fingering, grasping, hearing, talking and performing repetitive motions.

Must be able to perform 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.

Must possess the visual acuity to operate equipment distinguishing safe traffic conditions and maneuver equipment in tight places, to operate hand equipment, and to read and prepare simple records.

DESIRABLE EDUCATION AND EXPERIENCE

Ability to read and write and experience in driving large and heavy trucks; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS

Possession of a valid Montana class A commercial driver's license.

April 28, 2020