

To apply: Email resume to hr@solidwasteagency.org or
complete application at 1954 County Home Rd, Marion, Iowa.

The Cedar Rapids/Linn County Solid Waste Agency is an Equal Opportunity Employer.

CEDAR RAPIDS LINN COUNTY SOLID WASTE AGENCY

OPERATIONS FOREMAN

JOB DESCRIPTION

SUMMARY OF POSITION

Supervises and manages personnel; performs scheduling, work assignment and oversight of operational activities; and participates in project planning and the future development of all sites owned by the Cedar Rapids/Linn County Solid Waste Agency (Agency). The Operations Foreman is responsible for maintaining data related to the landfill site operations including equipment purchases, maintenance and training records.

Work is performed under the supervision of the Executive Director with leeway granted for exercise of judgment and initiative for day-to-day management activities. Supervision is exercised over the work of union employees and may include other management employees.

Works in cooperation with:

- *Executive Director* to establish short and long-term Agency goals, including budgeting, new programs and services and integrated solid waste management systems for all Agency sites. Operations Foreman will administer participate in master planning projects
- *Office Manager* to ensure workplace policies are applicable, enforced and equitably administered
- *Environmental Engineer* to coordinate landfill compliance and fill sequence plan
- *Environmental Health and Safety Manager (EHS)* to establish and implement policies and procedures affecting health, safety and the environment
- *Hazardous Materials Manager* to coordinate laborer staff for site operations
- *Education Director* to facilitate tours and on-site programs
- *Communications Director* to develop messaging for commercial and residential customers; staff, customer relations; neighborhood outreach
- *Management Team* to achieve Environmental Management Systems goals and objectives
- *Accountant* to establish budgets, track expenditures, etc.
- *Consulting engineers and others* contracted for services
- *Board of Directors* to inform and educate Board members about Agency landfill operations and projects

POSITION RESPONSIBILITIES

- Oversees the Agency landfill site operations and establish procedures that will result in environmentally sustainable efficiencies
- Manages and develops heavy equipment goals and objectives for the site including purchasing and maintenance
- Develops processes and procedures to ensure quality, efficiencies and productivity, establishes work priorities/schedule and estimates repair costs
- Provides direction and supervision to assigned staff, staff scheduling, training, coaching, time and attendance management and performance management
- Establishes preventive maintenance programs; maintains inventory of parts and supplies; maintains records on time and materials
- Ensures compliance with health and safety regulations, including training, reporting, investigation and effective resolution of safety issues
- Ensures completion of accident and incident reports and recommends disciplinary actions.
- Responsible for operations committee meetings; including agendas, briefing papers and

- reporting recommendations to the full board
- Maintains site operations manuals
- Oversees maintenance of shop building and grounds
- Assists with budgeting and site financials
- Assists with securing special wastes
- Attends meetings, conferences and workshops
- Serves as advocate of Agency mission and services

KNOWLEDGE, SKILLS & ABILITIES

- Ability to plan, organize and supervise site operational activities (ability to analyze and act)
- Ability to train, assign, motivate, supervise and evaluate the work of others (personnel skills)
- Knowledge of or willingness to learn applicable federal, state, and local laws, rules, and regulations for site environmental compliance activities (active learner)
- Ability to understand environmental regulations
- Ability to communicate clearly and effectively and maintain working relationships with other Agency employees as well as Agency consultants/contractors
- Ability to prepare accurate and reliable reports containing findings, conclusions, and recommendations for site operations
- Ability to track annual budgets and understand financials
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities
- Ability to quickly learn and use new skills and knowledge brought about by rapidly changing information and technology
- Ingenuity and inventiveness in the performance of assigned tasks
- Appreciation for customer relations and neighborhood harmony

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's Degree in applied sciences preferred; engineering, construction and/or project management training preferred
- **Experience:** Considerable (3-5 years) of supervisory and/or construction management experience required. Considerable (3-5 years) experience with operating or maintaining heavy equipment required. Experience in sanitary landfill, compost site, recycling facility or other solid waste management site operations, or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform position responsibilities
- Maintain a valid Iowa driver's license
- Must obtain Solid Waste Operator Certification within 6 months of employment

Pay Grade: 15

Pay Range: (\$70,584 - \$97,301)

FLSA Status: Exempt (Salaried)

Pre-employment testing: drug screen

Reviewed: 1/24/20