



## City of Rapid City Landfill Chief Position Description

Page 1 of 2

**Job Title:** Landfill Chief  
**Department:** Public Works  
**Division:** Solid Waste  
**Reports To:** Material Recovery Facility (MRF)  
Supervisor  
**FLSA Status:** Non-Exempt

**Classification:** AFSCME  
**Grade:** 16  
**Prepared By:** Tammie Krumm  
**Prepared Date:** 07/16/12  
**Approved By:** Terry Wolterstorff  
**Approved Date:**

### SUMMARY

To operate and direct the daily landfill tipping face operations, including, but not limited to directing daily tipping face operations, asbestos disposal, rubble pit, shingle pile, litter control, and load inspections.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following; other duties may be assigned:

1. Operates and directs daily landfill operations.
2. Prepares operator schedule to coincide with landfill operations.
3. Maintains and communicates landfill equipment operations and maintenance, communication programs with the MRF supervisors and Street Maintenance staff.
4. Operates landfill traffic patterns and rolling stock equipment to including loaders, roll off trucks, semi-trucks, dozers, compactor, and scraper.
5. Prepares and maintains operations reports by inputting data and information into daily logs and computerized databases; to include but not limited to tracking of load inspections, daily/interim cover, fill progress, and litter control.
6. Communicates equipment problems and issues to the Street Department.
7. Facilitates operational tests of equipment.
8. Recommends and maintains supplies.
9. Assures landfill personnel and equipment safety.
10. Supervises shipments of recyclables and compost. Oversees quality control on recycling and compost operations.
11. Assists other divisions as needed.

### SUPERVISORY RESPONSIBILITIES

Directly supervises three employees in the Landfill. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending candidates for hire, and training employees; planning, assigning, and directing work; monitors performance; recommends rewarding and disciplining of employees; addressing complaints and resolving problems.

### MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma and five years related experience as an operator using computerized control operations, to include three years in a lead worker or supervisory role.

**Communication Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer and Administrative Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Office products and ability to utilize related software.



**City of Rapid City  
Landfill Chief  
Position Description**

Page 2 of 2

**Certificates, Licenses, Registrations:** Must possess a valid South Dakota Class A Commercial Driver's License (CDL). Must obtain a Solid Waste Associate of North America (SWANA) Compost Managers Certificate within two years from date of hire.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear and taste or smell. The employee is frequently required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually loud.

**OTHER SKILLS AND ABILITIES**

Demonstrated knowledge of related landfill operations, equipment and machinery, procedures, techniques, materials, tools, and safety procedures, in this field.