

TRANS-JORDAN LANDFILL
is now accepting applications for

OPERATIONS SUPERVISOR

Starting Pay: \$21.28 per hour

If you meet the following requirements, apply at Trans-Jordan Landfill, 10473 S. Bacchus Hwy (U-111), S. Jordan, Utah. Your written application will be the basis for determining whether you meet the minimum qualifications and appropriate ranking on the register for this position.

SUMMARY OF BENEFITS (FULL -TIME PERMANENT POSITION)

Insurance Benefits: Health, Dental, Life, Accidental Death & Dismemberment, Long-term disability

Retirement: Utah State Retirement Systems – Pension Program

Annual Leaves: Annual accrued vacation (96 hrs. per year)
Annual accrued sick leave (96 hrs. per year)

Misc: Employees are currently eligible for a bonus program after completion of their new hire probation (six months). Upon successful completion of new hire probation employees may be eligible for a merit increase.

JOB SUMMARY & MINIMUM QUALIFICATIONS

Shift will be Monday, Tuesday, Friday, Saturday 8:30 a.m. – 6:30 p.m.

See attached job description for information on specific job duties and requirements

No contract exists between Trans-Jordan Cities and its employees with respect to permanent employment, salaries, salary ranges, or employee benefits. Salary, salary ranges and benefits may change as a result of market surveys, job analysis, availability of funds, or changes in policy. Movement within the range is based upon job performance, availability of funds and policies and procedures as they are amended from time to time. All new hires are placed on a six (6) month merit probation, which may be extended for good cause.

In the interest of workplace and public safety, all offers of employment (including promotion or a change in job status) are contingent upon successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substance in the body.

Trans-Jordan Cities is an Equal Opportunity Employer and provides reasonable accommodation to known disabilities of applicants and employees in compliance with the Americans with Disabilities Act.

DD214 must be submitted with application when claiming Veterans Preference.

June 2019



OPERATIONS SUPERVISOR

GENERAL PURPOSE

Under supervision of the Executive Director organizes the operation of the Trans-Jordan Cities' Landfill.

EXAMPLES OF DUTIES

- Sets priorities to cope with emergencies and unanticipated needs to ensure continuance of operations.
- Assigns and schedules personnel, equipment and material resources for daily disposal operations at the landfill.
- Conducts and coordinates operations to accommodate the disposal needs of various government, commercial, and private users.
- Supervises operations and implements safety practices in accordance with prescribed regulations. Ensures both users and operations personnel conduct activities in full compliance with regulatory compliance.
- Supervises employees on a day to day basis to ensure an efficient operation. Responsible for handling employee problems, with oversight from the Executive Director, and ensuring the operation is run in adherence to company policies and procedures.
- Supervises the material recovery program to ensure employees the program is run in a safe and efficient manner. Ensure that the no scavenging policy is enforced.
- Apply knowledge of heavy construction equipment and operational / maintenance techniques to landfill equipment to ensure maximum operation / equipment performance.
- Assist Executive Director with the preparation of annual operations budget and the specifications of procurement of a variety of operational items.
- Ensure all reports of accidents and operations are compiled and submitted to the Executive Director to ensure accurate records are maintained at all times.
- Reviews and approves time cards, including: overtime, vacation leave, sick leave, LWOP, to ensure accurate submittal of time records of operation employees.
- Completes performance evaluations of employees.
- Assist Executive Director in the hiring process including interviewing and selection of applicants.
- Assist Executive Director and Trainer(s) with the training of personnel.
- Daily monitoring of landfill and surrounding areas for litter to ensure a neat and orderly appearance.
- Work with Executive Director and Project Manager on earthwork operations.
- Assists Executive Director and Compliance Coordinator with permits and regulatory compliance.
- Ensure guidelines are followed to prevent the disposal of hazardous or unauthorized waste; verify that all Industrial Waste Manifest forms are completed for the disposal of non-hazardous solid waste by industrial companies; instructs public as to the proper disposal of various types of waste material in compliance with local and state health laws; notification of proper authorities if hazardous waste is found.
- Ensure operations run in a customer service orientated manner; handle customer complaints and problems; continually strive toward improving customer service.
- Operate heavy equipment on a daily basis (see job description for Heavy Equipment Operator).
- Assist Executive Director and/or Project Manager with special projects such as water testing, purchasing specifications, and various projects as assigned.
Performs related duties as required.
- Indicates an essential function of the job.

MINIMUM QUALIFICATIONS

Education and Experience

- Four (4) years experience in heavy equipment operations. Two (2) of those four (4) years experience must also be with solid waste landfill operations to include supervisory responsibility, or any equivalent combination of education and/or experience.
- High School Graduate or equivalent.

Special Requirements

- On call 24 hours per day, in the event of an emergency.
- Must obtain and maintain SWANA Landfill Operations Certification (MOLO Technical Associate or higher) within one (1) year of appointment / hire date.
- Must have a valid Utah Driver's License and CDL (CDL within 90 days of hire) and remain insurable.
- Must pass a Trans-Jordan physical exam.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- solid waste management practices concerning the recognition, inspection, notification, and dumping and disposal of hazardous waste to include both solids and liquids.
- safety procedures - OSHA
- public relations
- heavy equipment - maintenance and operation
- soils - materials
- cut and fill grading
- landfill disposal standards and procedures
- fire fighting in a landfill setting
- materials recycling
- greenwaste composting

Skill in:

- basic computer skills (email, word, etc.)
- basic operation of a vehicles and equipment used in the landfill operation
- using a two-way radio
- general equipment operation (see Heavy Equipment Operator 2 job description)

Ability to:

- implement engineering plans and specifications
- supervise earthwork and drainage operations
- read construction staking
- ensure employee and customer compliance with landfill safety procedures
- supervise and coordinate employees
- budgeting, purchasing, and work order procedures
- communicate verbally and in writing with others
- operate assigned equipment
- manage and direct employees to work in a customer service oriented manner
- effectively supervise and motivate employees to work
- resolve employee and customer conflicts
- handle stressful situations

WORKING CONDITIONS

This position involves frequent lifting of up to 30 pounds with occasional lifting of up to 50 pounds or more. This is often combined with bending, twisting, or working on irregular surfaces or heights above the ground. There is minor exposure to disagreeable elements such as dust, fumes, and odors. Environmental conditions include winter and summer weather conditions (heat, cold, dampness, wind), and moderate exposure to noise.