

**City of Truth or Consequences
Human Resources Office
505 Sims Street**

PH: (575) 740-7554

Truth or Consequences, NM 87901

FAX (575) 894-6690

Job Advertisement

SOLIDWASTE FOREMAN

The City of Truth or Consequences has an opening for the position of **SOLIDWASTE FOREMAN** in the **SOLIDWASTEDIVISION**.

See Job Description for full requirements and representative duties.

Pay rate commensurate with qualification and experience, plus benefits Application and Job Description are available from Human Resources Office , 505 Sims Street, T or C., NM, 87901, tel.#575-740-7554 fax #575-894-0363 or on the City's Website at www.torcnm.org Deadline for applications to be returned to the City's HR Office is until filled. E.O.E.

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POSITION DESCRIPTION

Class Title: SOLID WASTE SANITATION FOREMAN

Department: Solid Waste

Division: Solid Waste Division

Status: Classified

GENERAL PURPOSE:

May be required to direct and supervise skilled and semi-skilled workers in all aspects of waste collection and daily operations of the solid waste and recycle facility and Scale House. May be required to perform duties in the planning, operations and scheduling, in the absence of the Director and/or Supervisor.

SUPERVISION RECEIVED/GIVEN:

Supervise and manage all full-time and part-time employees at the Solid Waste Department and is responsible for the overall motivation, direction, coordination, and evaluation of this unit.

Manage employees and evaluate team performance; provide opportunities for the adequate training of employees; coach, counsel, and motivate employees for exceptionalism; investigate complaints or subordinate performance concerns; recognize exceptional or below average employee performance and implement disciplinary action as needed in consultation with Sanitation Director and/or the City Manager and Human Resources.

Provide leadership by example and through consistent management of the Solid Waste Department; make decisions; solve problems; develop departmental procedures; maintain required records/files; conduct regular staff meetings and represent the Solid Waste Department during internal and external meetings.

Sanitation Foreman will report to the Sanitation Director or Sanitation Supervisor and assist the Sanitation Director and Sanitation Supervisor in supervising all workers//laborers in the Solid Waste Division

DUTIES AND RESPONSIBILITIES:

- May be required to direct and supervise skilled and semi-skilled workers in all aspects of waste collection and daily operations of the solid waste and recycle facility, and Scale House.
- May be required to perform duties in the planning, operations and scheduling, in the absence of the Director and/or Supervisor..
- Assist with Supervising, organize and coordinate the daily operations with crews to meet work goals; assure activities are in compliance with all laws, policies, regulations, and goals
- Monitor work and evaluate performance; ensure staff adheres to policies and procedures in compliance with local, state, and federal regulations.
- Communicate with staff to resolve problems and issues.

- Responsible for Solid Waste Division employee's adherence to all traffic laws and ordinances.
- Assures that all work is accomplished in accordance with sound safety procedures.
- Ensures that all City and Division rules and regulations are adhered to.
- Provides on-the-job training to other employees in all areas of solid waste collection, disposal and recycling as directed by the Sanitation Director and/or Supervisor.
- Will be required to work weekends, holidays, callouts and off hours as directed by the Sanitation Director and/or Supervisor.
- Work cooperatively and jointly to provide quality customer service.
- Keeps inventory, and maintains necessary records and work reports as directed by the Sanitation Director and/or Supervisor.
- Supervises crew and the operation, maintenance and care of Solid Waste Division equipment as directed by the Sanitation Director and/or Supervisor.

The above listed duties are intended to be general nature and level of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a local assignment to the position.

MINIMUM QUALIFICATIONS:

Education and Experience:

- A. High School Diploma or GED equivalent.
- B. Minimum one (1) year supervisory experience
- C. Experience or knowledge in Transfer Station and Scale House, preferred.
- D. Experience in solid waste collection, disposal and recycling

Knowledge, Skills and Abilities:

- Must have some knowledge and experience in solid waste disposal principles, practices, methods, and trends.
- Must have some knowledge of applicable Federal, State, County and City policies, laws, and regulations affecting solid waste disposal activities
- Must have current knowledge in the rules and regulations affecting the disposal of solid waste.
- Must have general knowledge on keeping and maintaining the necessary records and ability to prepare reports.
- Ability to read, write, and comprehend both oral and written orders in English.
- Ability to provide for necessary operation and maintenance of sanitation equipment.
- Ability to plan, schedule, organize, direct, and control activities of subordinates.
- Ability to maintain pleasant working relationships with supervisors, co-workers, and the public.
- Ability to perform basic maintenance on equipment, as needed.
- Knowledge of safe and efficient operating maintenance techniques for the trash compactor and the heavy equipment used in daily operation and basic record keeping.
- Must be familiar with and practice applicable safety procedures.
- Ability to operate Word & Excel programs to provide monthly statistical reports
- Ability to operate the Scale House Attendant following the duties of this position.
- Ability to learn to operate dump truck, trash truck and heavy equipment as assigned.
- Ability to learn to handle truck and/or equipment in traffic and be familiar with traffic laws and regulations.
- Ability to learn safety procedures required in the loading and unloading of refuse material.
- Ability to learn and be able to distinguish the kinds of refuse materials which may be picked up.
- Ability to determine when a load /waste is / could be harmful to public health or environment.

Requirements/Certifications/Licenses:

- Valid New Mexico CDL.
- NM Solid Waste Facility Operator Certification Transfer Station Certification..
- Ability to obtain the following Solid Waste Operator Certifications: Recycling Certification, Landfill Certification, Composting Certification.
- Must successfully complete the pre-employment drug screening.

Equipment, Tools & Materials:

- Worker uses a wide variety of forms, clipboard and writing utensils.
- Worker wears steel-toed shoes, gloves, goggles and a hardhat for protection and safety in performing certain duties
- Can handles various types of waste, recyclable materials, broom, dustpan, various hand tools, pitchfork, hoe, rake, shovel, and grease for the equipment used at the facility.
- Worker operates truck, compactor, front-end loader, a bulldozer and/or equipment in the performance of certain duties.

Working Conditions:

- Work is performed both indoors and outdoors. The percentage of duties performed in each environment depends on the amount of trash and recyclables brought to the facility on a particular workday.
- Worker performs indoor duties in a temperature-controlled environment. Worker is exposed to natural weather conditions while performing outdoor duties.
- Worker is exposed to intermittent noise and vibration factors while performing duties.
- Subject to unpleasant odors, various fumes, dusts, and/or mists in the performance of duties.
- Worker performs most duties outdoors on an uneven surface. Indoor surfaces are typically dry. Outdoor duties may be performed on an even or uneven surface, which may be wet or dry. Outdoor duties may be performed on surfaces such as asphalt, concrete, grass, natural ground, crushed rock, mud, ice or snow.
- Most duties are performed without direction from supervisor. Certain duties are performed as part of a team or group of workers.
- Work hazards, or potential work hazards, including operating heavy equipment, exposure to severe weather conditions, frequent lifting, exposure to hazardous waste materials and working in a secluded area.
- Work is normally performed during the day, and part of work shift may be performed in the darkness. Emergencies may require working all hours of the day or night, including weekends and holidays.

FUNCTIONAL REQUIREMENTS:**Mental Abilities:**

- Ability to use sound judgment, logic, and experience to make proper decisions concerning medical, hazardous, chemical and problem waste disposal.
- Must be able to accurately calculate amount of trash.
- Must be able to apply knowledge of maintenance and repair functions in working with the equipment. Must be able to apply knowledge of proper, safe use of various hand tools and the equipment.
- Must be able to prepare/ maintain records, including yards/tons, total collected, number of vehicles using facility and regular daily operations of facility.

Physical Abilities:

- Must be able to sit up to an estimated 4 hours total per 10 hour day.
- Must be able to stand and/or walk up to an estimated 4 hours total per workday.
- Must be able to crouch, crawl, kneel, or work in a prone position on an occasional basis. Crawling, kneeling, or working in a prone position are required on rare occasions.
- Must be able to bend at the waist, and twist/rotate at the waist as needed, on a frequent basis.
- Must be able to reach arms away from body or overhead on an occasional basis. Must be able to extend arms to perform job duties on an occasional basis. Must be able to work with arms bent for up to 8 hours per workday.
- Must be able to push or pull with arms with a force in excess of 50 pounds of pressure.
- Must be able to lift up to 40 pounds from floor to waist level and from waist level to overhead on a frequent basis. Must be able to carry up to 40 pounds on a frequent basis.
- Must be able to use legs to assist in lifting activities, as well as standing, walking, and climbing. Must be able to use legs and feet in order to operate a self-loading scraper or bulldozer.
- Must be able to use hands to grasp/manipulate various objects in a bilaterally coordinated manner. Must be able to use hands and fingers in the operation of heavy equipment and performing basic maintenance and repair duties.
- Must have eyesight and hearing sufficient to safely operate heavy equipment. Must be able to use visual abilities to accurately assess amounts and types of trash brought to landfill. Must be able to coordinate use of eyes and hands in duties such as operating heavy equipment.

The above PHYSICAL ABILITIES section uses the terms Occasional, Frequent, and Constant in referring to certain physical demands. The term Occasional refers to a 1-32 repetitions per workday, the term Frequent refers to 33-200 repetitions per workday.

SELECTED GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be requested.

This Position Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Equal Opportunity Employer Statement:

The City of Truth or Consequences is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The City of Truth or Consequences makes hiring decisions based solely on qualifications, merit, and business needs at the time.

I have read the above Written job description, I understand the demands and expectations of the position described and to the best of my knowledge believe I can perform these duties. I understand that this is a uniformed fulltime position in compliance with FLSA (Fair Labor Standards Act).

Name _____

Date _____