

Position Description: Landfill Manager

Service Type: 3M

Definition: Under the general direction and supervision of the solid waste director or designee, the landfill manager operates and maintains the Central Peninsula Landfill in accordance with applicable regulations; is responsible for supervision, budgeting, planning, development, construction, and operations to ensure that waste is managed in an efficient, effective and environmentally sound manner; maintains working relationships with associates, consultants, contractors and the public; and assists with other solid waste projects.

Minimum Qualifications: High school diploma or GED and training in waste related courses. Must have knowledge of landfill planning, design, construction and operations; waste disposal regulations; budgetary experience; two years of supervision and personnel management; minimum of four years experience in equipment operation such as forklift, loaders, bulldozers, excavators, balers; operation and knowledge of hydraulic maintenance and repair; welding experience; ability to read plans and prints; basic surveying and math skills; proficiency with computers; and ability to develop positive and effective interpersonal relationships. An unrestricted, valid Alaska driver's license is required. This position may require flying in small aircraft or travel by barge or boat.

Essential Functions:

1. Represents the borough in the administration and operations of the Central Peninsula Landfill professionally and efficiently. Maintains a working relationship with associates, consultants, contractor employees and the public.
2. Supervises, organizes, coordinates, and directs work assignments of personnel and contractors. Participates in the selection of department personnel.
3. Provides for site and facility planning, development, construction, operations, repair, maintenance, and inspections. Ensures work is conducted in compliance permits, regulations, plans, department policies, contracts, and within budget.
4. Develops and conducts health, safety and other training. Ensures activities are conducted in a safe manner and that structures, utilities/services, and equipment comply with applicable codes and regulations.
5. Develops and manages water, wastewater, gas and other waste related programs.
6. Prepares and solicits requests for bids/proposals and provides project management to ensure contractor compliance.
7. Develops and monitors budget status and purchases supplies. Researches waste and material management options and assists with the development plans and policies.
8. Manages the Central Peninsula recycling program, develops programs, coordinates marketing and transport, manages on site special and hazardous waste programs.
9. Provides information to the public, contractors, and staff, on proper disposal methods and directs the placement of solid waste, recyclables, special and hazardous waste.
10. Performs all site and facility construction, operations, repair and maintenance tasks.
11. Performs site surveying/measurements, calculates cut/fill volume and waste capacity. Creates site development procedures, plans and guidelines.
12. Maintains site records, inspections, operational and maintenance logs for equipment and facility, parts supplies, inventory, personnel information, in written or computerized format as directed.
13. Periodically schedules, supervises, and performs site maintenance, repair, cleanup, or inspections at other solid waste and recycle sites.
14. Conducts public presentations and community outreach. Attends/conducts meetings on waste and recycling related issues

15. Must complete training as required. Training may include, but will not be limited to, 40-hour hazardous waste certification, Manager of Landfill Operations certification, first aid, CPR, asbestos, refrigerant recovery, welding, CDL (commercial driver's license), OSHA or other health and safety training, and computer training.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously to operate tools or controls; reach with hands and arms; sit, stand, walk, climb, balance, stoop, kneel, crouch, and crawl; wear a respirator and other personal protective equipment; and communicate orally and in writing. Vision abilities required. The employee must frequently transport up to 50 pounds and occasionally transport up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Position Description: Landfill Operator I

Service Type: Classified - Range M

Definition: Under the general direction and supervision of the solid waste director or designee, the landfill operator assists in the operation and maintenance of the solid waste baling facility, landfill, equipment, vehicles, and other solid waste projects.

Minimum Qualifications: High school diploma or GED; minimum of two years experience in operation of equipment such as forklifts, loaders and balers; ability to read, write, and follow instructions; ability to deal with the public in a friendly and direct manner; and a valid, unrestricted Alaska driver's license.

Desirable qualities include the ability to read plans and prints; welding experience; knowledge of hydraulic maintenance and repair; knowledge of environmental disposal regulations; basic surveying/land measurement; and computer experience. This position may require flying in small aircraft or travel by barge or boat.

Essential Functions:

1. Assists with all site and facility activities including, but not limited to, waste screening, removal of unallowed material, weigh system operation, waste disposal, recycling, hazardous waste, special waste, water, leachate, washwater, gas, litter collection, housekeeping/cleaning, snow removal, and ground work.
2. Operates, maintains, repairs, and constructs improvements to solid waste equipment, vehicles, site and facilities. Operates all equipment in the facility and some disposal equipment.
3. Assists with diagnosis, maintenance, repairs, overhauls, fabrication (welding) and minor construction on the site and facility equipment and site structures.
4. Assists with bid/proposal solicitation and administration; purchases supplies; completes site records and logs; and maintains inventory.
5. Assists with site surveying/measurement.
6. Performs operation, repairs, minor construction, inspections, spill and abandoned material collection/cleanup, at other sites as needed. Loads, hauls and transports waste and recyclable material to various solid waste sites and to Anchorage.
7. Must complete training as required. Training may include, but will not be limited to, 40-hour hazardous waste certification, refrigerant recovery certification, welding, first aid, CPR, CDL (commercial driver's license), and landfill operations training.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously to operate tools or controls; reach with hands and arms; sit, stand, walk, climb, balance, stoop, kneel, crouch, and crawl; wear a respirator and other personal protective equipment; and communicate orally and in writing. Vision abilities required. The employee must frequently transport up to 50 pounds and occasionally transport up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Position Description: Landfill Operator II

Service Type: Classified - Range N

Definition: Under the general direction and supervision of the solid waste director or designee, the landfill operator assists in the operation and maintenance of the solid waste baling facility, landfill, equipment, vehicles, and other solid waste projects.

Minimum Qualifications: High school diploma or GED; minimum of three years experience in operation of equipment such as forklift, loaders, bulldozers, excavators, balers; welding experience; knowledge of hydraulic maintenance and repair; ability to read, write, and follow instructions; the ability to read plans and prints; ability to deal with the public in a friendly and direct manner; and a valid, unrestricted Alaska driver's license.

Desirable qualities include the ability to achieve journeyman level work in several crafts and/or trades; knowledge of environmental disposal regulations; basic surveying/land measurement; and computer experience. This position may require flying in small aircraft or travel by barge or boat.

Essential Functions:

1. Operates, maintains, repairs, and constructs improvements to solid waste equipment, vehicles, site and facilities. Operates all heavy equipment and waste processing equipment in the facility and disposal areas.
2. Assists with all site and facility activities including, but not limited to, waste screening, removal of unallowed material, weigh system operation, waste disposal, recycling, hazardous waste, special waste, water, leachate, washwater, gas, litter collection, housekeeping/cleaning, snow removal, and ground work.
3. Provides disposal instructions, directs material placement, and performs landfill development as required.
4. Performs diagnosis, maintenance, repair, overhaul, fabrication (welding), minor construction and rebuilds of vehicular equipment (heavy equipment, baler, conveyor, trucks, etc.) structures and site and facility equipment (pumps, blowers, motors, generators, emergency systems, fire systems, etc.).
5. Assists with bid/proposal solicitation and administration; purchases supplies; completes site records and logs; and maintains inventory.
6. Conducts site surveying/measurements and completes development data.
7. Performs operation, repairs, minor construction, inspections, spill and abandoned material collection/cleanup, at other sites as needed. Loads, hauls and transports waste and recyclable material to various solid waste sites and to Anchorage.
8. Must complete training as required. Training may include, but will not be limited to, 40-hour hazardous waste certification, refrigerant recovery certification, welding, first aid, CPR, asbestos certification, CDL (commercial driver's license), and Manager of Landfill Operations certification.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously to operate tools or controls; reach with hands and arms; sit, stand, walk, climb, balance, stoop, kneel, crouch, and crawl; wear a respirator and other personal protective equipment; and communicate orally and in writing. Vision abilities required. The employee must frequently transport up to 50 pounds and occasionally transport up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Position Description: Operator/General Maintenance Mechanic

Service Type: Classified - Range N

Definition: Under the general direction and supervision of the solid waste director or designee, the landfill operator/general maintenance mechanic assists in the operation and maintenance of the solid waste baling facility, landfill, equipment, vehicles, and other solid waste projects and is primarily responsible for the repair, maintenance and construction of solid waste buildings and equipment.

Minimum Qualifications: High school diploma or GED; minimum of two years experience in building maintenance or construction; skilled with power tools; minimum of two years experience in operation of equipment such as forklift, loaders, bulldozers, excavators, and balers; knowledge of hydraulic maintenance and repair; welding experience; ability to read, write, and follow instructions; ability to deal with the public in a friendly and direct manner; ability to read plans and prints; and a valid, unrestricted Alaska commercial driver's license.

Desirable qualities include knowledge of environmental disposal regulations; ability to learn and achieve journeyman level work in several crafts and/or trades basic surveying/land measurement; and computer experience. This position may require flying in small aircraft or travel by barge or boat.

Essential Functions:

1. Conducts preventative maintenance, repairs and maintenance of structures and equipment including, but not limited to, minor electrical, carpentry, plumbing, blowers, pumps, roofing and flooring, overhead doors, baler, conveyor, and other equipment.
2. Operates, maintains, repairs, and constructs improvements to solid waste equipment, vehicles, site and facilities. Operates all heavy equipment and waste processing equipment in the facility and disposal areas.
3. Assists with all site and facility activities including, but not limited to, waste screening, removal of unallowed material, weigh system operation, waste disposal, recycling, hazardous waste, special waste, water, leachate, washwater, gas, litter collection, housekeeping/cleaning, snow removal, and ground work.
4. Provides disposal instructions, directs material placement, and performs landfill development as required.
5. Performs diagnosis, maintenance, repair, overhaul, fabrication (welding), minor construction and rebuilds of vehicular equipment (heavy equipment, baler, conveyor, trucks, etc.) structures and site and facility equipment (pumps, blowers, motors, generators, emergency systems, fire systems, etc.).
6. Assists with bid/proposal solicitation and administration; purchases supplies; completes site records and logs; and maintains inventory.
7. Conducts site surveying/measurements and completes development data.
8. Performs operation, repairs, minor construction, inspections, spill and abandoned material collection/cleanup, at other sites as needed. Loads, hauls and transports waste and recyclable material to various solid waste sites and to Anchorage.
9. Must complete training as required. Training may include, but will not be limited to, 40-hour hazardous waste certification, refrigerant recovery certification, welding, first aid, CPR, asbestos certification, CDL (commercial driver's license), and landfill operations training.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously to operate tools or controls; reach with hands and arms; sit, stand, walk, climb, balance, stoop, kneel, crouch, and crawl; wear a respirator and other personal protective equipment; and communicate orally and in writing. Vision abilities required. The employee must frequently transport up to 50 pounds and occasionally transport up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Position Description: Operator/Mechanic

Service Type: Classified - Range N

Definition: Under the general direction and supervision of the solid waste director or designee, the landfill operator/mechanic assists in the operation and maintenance of the solid waste baling facility, landfill, equipment, vehicles, and other solid waste projects and is primarily responsible for the repair and maintenance of all site and facility equipment.

Minimum Qualifications: High school diploma or GED; at least three years experience within the past five years in vehicle and mechanical equipment repair; minimum of one year experience in operation of heavy equipment such as forklift, loaders, bulldozers, excavators, and balers; knowledge of hydraulic maintenance and repair; welding experience; ability to read, write, and follow instructions; ability to deal with the public in a friendly and direct manner; ability to read plans and prints; and a valid, unrestricted Alaska driver's license and a valid, unrestricted CDL.

Desirable qualities include knowledge of environmental disposal regulations; ability to learn and achieve journeyman level work in several crafts and/or trades; basic surveying/land measurement; and computer experience. This position may require flying in small aircraft or travel by barge or boat.

Essential Functions:

1. Performs diagnosis, maintenance, repair, overhaul, fabrication (welding), minor construction and rebuilds of vehicular equipment (heavy equipment, baler, conveyor, trucks, etc.) structures and site and facility equipment (pumps, blowers, motors, generators, emergency systems, fire systems, etc.).
2. Maintains operational and maintenance equipment logs.
3. Operates, maintains, repairs, and constructs improvements to solid waste equipment, vehicles, site and facilities. Operates all heavy equipment and waste processing equipment in the facility and disposal areas.
4. Assists with all site and facility activities including, but not limited to, waste screening, removal of unallowed material, weigh system operation, waste disposal, recycling, hazardous waste, special waste, water, leachate, washwater, gas, litter collection, housekeeping/cleaning, snow removal, and ground work.
5. Provides disposal instructions, directs material placement, and performs landfill development as required.
10. Assists with bid/proposal solicitation and administration; purchases supplies; completes site records and logs; and maintains inventory.
11. Conducts site surveying/measurements and completes development data.
4. Performs operation, repairs, minor construction, inspections, spill and abandoned material collection/cleanup, at other sites as needed. Loads, hauls and transports waste and recyclable material to various solid waste sites and to Anchorage.
5. Must complete training as required. Training may include, but will not be limited to, 40-hour hazardous waste certification, refrigerant recovery certification, welding, first aid, CPR, asbestos certification, CDL (commercial driver's license), and landfill operations training.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously to operate tools or controls; reach with hands and arms; sit, stand, walk, climb, balance, stoop, kneel, crouch, and crawl; wear a respirator and other personal protective equipment; and communicate orally and in writing. Vision abilities required. The employee must frequently transport up to 50 pounds and occasionally transport up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Position Description: Scale Attendant/Clerk

Service Type: Classified - Range I

Definition: Under the general direction and supervision of the solid waste director or designee, the scale attendant/clerk, operates the landfill weigh systems, directs disposers to the proper deposit area; screens loads; provides information to callers and disposers; performs clerical tasks; and conducts minor site cleanup and recycling.

Minimum Qualifications: High school diploma or GED; at least one year of experience operating computers; ability to type and operate a 10-key; ability to deal with the public in a friendly and direct manner and ability to work with minimum supervision. Must possess a valid, unrestricted Alaska driver's license.

Essential Functions:

1. Operates scale and computer system; weighs vehicles in and out; directs disposers to the proper disposal area; inspects loads; issues tickets; collects fees; prepares daily and monthly reports; other duties necessary to track landfill users.
2. Assists with training for other scale operators and temporary staff.
3. Acts as receptionist, greets visitors, answers telephones and other miscellaneous clerical duties. Assists with tracking invoices for solid waste disposal fees. Compiles and inputs data for disposers, reports or other projects
4. Dispatch for site operators and workers to coordinate activities.
5. Performs minor load screening and public outreach at the site by working in the disposal area and talking to disposers to provide information on site rules and restrictions, conduct surveys, and other tasks.
6. Distributes litterbags, tarps, and other solid waste related items. Perform site litter collection, custodial tasks, and recycling sorting.
7. Assists at the Solid Waste Office answering phones, preparing bulk mailings, preparation of promotion items and displays, and other minor clerical tasks. Assists with other solid waste projects.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously; reach with hands and arms; sit, stand, walk, climb, balance, stoop, kneel, crouch, and crawl; and communicate orally and in writing. Vision abilities required. The employee must frequently transport up to 30 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Position Description: Laborer

Service Type: Classified - Range H

Definition: Under the general direction and supervision of the solid waste director or designee, the laborer is responsible for the general maintenance and cleaning of buildings and landfill site; directs disposers to the proper deposit area; directs the offloading of material; screens loads; provides information to disposers; conducts recycling and special waste management; and performs minor repairs and construction.

Minimum Qualifications: High school diploma or GED; ability to read, write, and follow instruction; ability to deal with the public in a friendly and direct manner; a general knowledge of a variety of cleaning, equipment and supplies. Must have the ability to transport loads and stand and walk for extended periods of time. Must possess a valid, unrestricted Alaska driver's license.

Essential Functions:

1. Provides information to the public on proper disposal methods for various wastes. Completes paperwork related to disposal and other activities.
2. Greets and directs public as to proper placement of solid waste, recyclables, special and hazardous waste. Controls and directs vehicle and foot traffic for safe operations at the facility and the landfill working face.
3. Screens waste to ensure that hazardous or special wastes are removed prior to burial or recycling; assists with hazardous waste collection events; performs daily litter collection and keeps site clean; performs daily housekeeping; sorts and consolidates recyclables; stacks and loads vehicle batteries and manages other special materials; and assists with other site activities.
4. Performs dusting, sweeping, mopping, vacuuming, and cleaning of all facility rooms, disposal and recycling area. Removes trash from rooms and performs site litter cleanup.
5. Replaces restroom, storage room, and other supplies and keeps all storage and work areas organized. Performs duties such as replacing lights; minor maintenance repair and replacement.
6. Maintains safe grounds by observing and correcting possible safety hazards such as wet floors, icy sidewalks, tripping and other hazards. Performs hand shoveling of snow, operates landscaping tools and equipment, and performs minor maintenance/repairs of the site and facility.
7. May assist with other solid waste projects.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously to operate tools or controls; reach with hands and arms; sit, stand, walk, climb, balance, stoop, kneel, crouch, and crawl; wear a respirator and other personal protective equipment; and communicate orally and in writing. Vision abilities required. The employee must frequently transport up to 50 pounds and occasionally transport up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.