













POSITION DESCRIPTION

Title: Assistant Collections Supervisor

Department: Solid Waste

Job Analysis: February 2011, September 2013, September 2017, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Collections Supervisor

Subordinate staff: Solid Waste Driver I, Solid Waste Driver II, Solid Waste Driver III, Solid Waste Technicians, Laborers

Internal Contacts: Department employees, division managers and Commissioners

External contacts: General Public

Status: Classified/Non-Exempt (~~313~~ **314**)

Job Summary

Responsible for directing the activities of all area Waste Collection crews. Waste Collection areas are divided into North Baldwin, headquartered at the Bay Minette Transfer Station, and South Baldwin, headquartered at the Magnolia Landfill. An Assistant Collections Supervisor will drive/operate Department collection trucks as needed.

Responsible for planning, directing and coordinating the work of other subordinate employees. General direction is usually received from Collections Supervisor. The employee has considerable latitude to use discretion in establishing work priorities, schedules, and related assignments. The employee will exercise independent judgment in carrying out assignments.

An employee in this job is frequently exposed to outside weather conditions, wet and/or humid conditions, toxic or caustic chemicals, and has the risk of electrical shock.

Job Domains

A. Supervision

1. Supervises daily work routines of collection crews and subordinate staff.
2. Monitors work in progress and makes on the spot corrections when necessary.

3. Inspects finished work for compliance with specifications.
4. Plans, organizes, directs, and evaluates work of employees.
5. Makes certain all services are up to standard.
6. Establish and maintain recyclable program.
7. Makes adjustment in assignments, procedures, and schedules.
8. Participates in selection of personnel; trains and instructs employees.
9. Enforces safety rules and other accident prevention measures.

B. Planning and Coordinating

1. Plans and schedules routes and collection activities.
2. Assists in developing budget.
3. Assigns work to subordinates.
4. Plans for necessary maintenance and repairs of equipment.
5. Trains solid waste drivers on routes as well as collections.
6. Prepares various reports concerning personnel, equipment, and materials.
7. Coordinates work assignments with other operations.

C. Miscellaneous

1. Reads literature and attends formal training to improve knowledge and skills for both immediate and long-term application to the job.
2. Maintains good public relations with citizens who live in assigned collection area which includes answering public complaints pertaining to County services.
3. Maintains operational records; prepares operational performance and other reports.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Must be proficient in the operation of specialized trucks such as roll off, knuckle boom, and automated self-loader.
2. Must possess skills to operate a communication device.
3. Verbal skills to effectively communicate with public in a courteous manner.
4. General knowledge of area helpful to aid in locating pickup routes.
5. Writing skills to clearly and neatly complete reports as needed.
6. Extensive knowledge of the principles, methods and practices used in the specific area.
7. Thorough knowledge of materials, equipment, techniques, and tools used in the specific area of operation.
8. General knowledge of safety hazards, safety measures to be observed and safety regulations for the specific area of operation.
9. General knowledge of department rules, regulations, and procedures.
10. Ability to estimate amounts of material and equipment required for a project.
11. Ability to communicate clearly, both orally and in writing.
12. Math skills to fill out gas logs, time sheets and payroll records.
13. Reading skills to read maps, etc.

Physical Characteristics

1. Ability to stand, sit, climb, balance, stoop, crouch, and crawl.
2. Specific vision abilities include close, distance, color and peripheral vision and depth perception.
3. The ability to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
4. The ability to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell, and hear.

Other Characteristics

1. Willing to work overtime and weekends when necessary.
2. Willing to attend meetings and other work activities after work hours.

Minimum Qualifications

1. Must possess a valid, Commercial Driver's license, Class "B" minimum and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Assistant Landfill Supervisor

Department: Solid Waste

Job Analysis: July 2009, November 2011, January 2020, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Landfill Supervisor

Subordinate staff: Operators, Solid Waste Technicians, Inmate Labor

Internal Contacts: Director, Deputy Director, and Department Staff

External contacts: ADEM Regulators/Inspectors, Health Dept., Engineers, Private Contractors, General Public

Status: Classified/ Non-Exempt (~~313~~ **314**)

Job Summary

This is a management position with direct responsibilities for environmental management, regulatory enforcement, and compliance management. Promote technical and managerial guidance to the Landfill Supervisor. The Assistant Landfill Supervisor will fill in if the Landfill Supervisor is absent.

Job Domains

A. Management

1. Supervise the daily work routines of the Eastfork Landfill, MacBride Landfill, and Magnolia Landfill.
2. Assist Landfill Supervisor with scheduling of new disposal area and closure of existing disposal areas.
3. Inspect all sites with Landfill Supervisor to ensure that new work complies with both Federal and State regulations, codes and permits.
4. Assists and provides the Landfill Supervisor with both technical assistance and direction in all responsible areas.
5. Monitor and maintain constructed wetlands, stormwater and aeration ponds, leachate pumps and piping corridors to insure proper operation.

6. Operate equipment and trucks as needed.

B. Planning and Coordination

1. Review and analyze daily work and make recommendations to Landfill Supervisor to improve operational efficiencies.
2. Conduct organizational studies and evaluations to prepare operational and procedure directions.

C. Miscellaneous

1. Attend training and support Landfill Operator's Certification with continuing education as necessary.
2. Assist the Landfill Supervisor in developing short-range and long-term plans for the Landfills, Composting and BioSolids operations.
3. Strive to continually improve the good relations with citizens of Baldwin County.

Knowledge, Skills, and Abilities

1. Skills to direct and supervise subordinates and deal with the public in conflict resolution as necessary.
2. Writing and oratorical skills necessary to make reports to the Landfill Supervisor.
3. Knowledge of applicable occupational safety, health, regulatory requirements, codes and permits.
4. Planning and scheduling skills to provide guidance to contractors, vendors, and other professionals.
5. Ability to conduct meetings over small groups.

Other Characteristics

1. Must work non regular hours when necessary.
2. Willingness to attend meetings and other work activities after normal working hours.

Minimum Qualifications

1. Valid Alabama commercial driver's license.
2. Three (3) years' experience in supervision and management of others
3. Three (3) years' experience with heavy equipment operation.

POSITION DESCRIPTION

Title: Collections Supervisor

Department: Solid Waste

Job Analysis: Feb 2011, Sept 2013, Oct 2015, Sept 2017, July 2021, Sept 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Development & Environmental Director, Deputy Development & Environmental Director

Subordinate Staff: Assistant Collections Supervisor, Solid Waste Driver I, Solid Waste Driver II, Solid Waste Driver III, Solid Waste Technicians

Internal Contacts: Department Employees, Division Managers, and Commissioners

External Contacts: General Public

Status: Classified/Non-Exempt (~~314~~ 315)

Job Summary

Responsible for directing the activities of all area Waste Collection crews, with the assistance of an Assistant Collections Supervisor. Waste Collection areas are divided into North Baldwin, headquartered at the Bay Minette Transfer Station, and South Baldwin, headquartered at the Magnolia Landfill. An Assistant Collections Supervisor may at times be headquartered at the Bay Minette Transfer Station to assist the Collections Supervisor. Work involves supervision of several types of heavy equipment operation as well as unskilled labor activities as well as planning and scheduling of waste pickup.

Responsible for planning, directing and coordinating the work of other subordinate employees. General direction is usually received from department administration. The employee has considerable latitude to use discretion in establishing work priorities, schedules, and related assignments. The employee will exercise independent judgment in carrying out assignments.

An employee in this job is frequently exposed to outside weather conditions, wet and/or humid conditions, toxic or caustic chemicals, and has the risk of electrical shock.

Job Domains

A. Supervision

1. Supervises daily work routines of collection crews, heavy equipment operators and laborers.
2. Monitors work in progress and makes on the spot corrections when necessary.
3. Inspects finished work for compliance with specifications.
4. Plans, organizes, directs, and evaluates work of employees.
5. Makes certain all services are up to standard.
6. Establish and maintain recyclable program.
7. Makes adjustments in assignments, procedures and schedules.
8. Participates in selection of personnel; trains and instructs employees.
9. Enforces safety rules and other accident prevention measures.

B. Planning and Coordinating

1. Plans and schedules routes and collection activities.
2. Assists in developing budget.
3. Assigns work to subordinates.
4. Plans for necessary maintenance and repairs of equipment.
5. Trains solid waste drivers on routes as well as collections.
6. Prepares various reports concerning personnel, equipment, and materials.
7. Coordinates work assignments with other operations.

C. Miscellaneous

1. Reads literature and attends formal training to improve knowledge and skills for both immediate and long-term application to the job.
2. Maintains good public relations with citizens who live in assigned collection area which includes answering public complaints pertaining to County services.
3. Maintains operational records; prepares operational performance and other reports.
4. Assists in preparation of budget.
5. Liaison with other governmental agencies.

Knowledge, Skills, and Abilities

1. Thorough knowledge of materials, equipment, techniques, and tools used in the specific area of operation.
2. General knowledge of safety hazards, safety measures to be observed and safety regulations for the specific area of operation.
3. General knowledge of department rules, regulations, and procedures.
4. General knowledge of Federal, State, and other regulatory agency rules effecting the operation.
5. Ability to plan, assign, and effectively supervise work of employees.

6. Ability to establish and maintain effective working relationships with associates and the general public.
7. Ability to establish and maintain a system of records, which are both clear and concise.
8. Writing skills to prepare clear and concise reports.
9. Ability to interpret and explain County policies and department procedures to employees.
10. Ability to estimate amounts of material and equipment required for a project.
11. Ability to communicate clearly, both orally and in writing.
12. Math skills to grade stakes, fill out gas logs, time sheets and payroll records.
13. Reading skills to read maps, etc.
14. Ability to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell and hear.
15. Ability to stand, sit, climb, balance, stoop, crouch, and crawl.
16. Specific vision abilities include close, distance, color and peripheral vision and depth perception.
17. The ability to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Other Characteristics

1. Willing to work overtime and weekends when necessary.
2. Willing to attend meetings and other work activities after work hours.

Minimum Requirements

1. Have a valid Commercial Driver's License and be insurable by the County's insurance standards.
2. Required extensive knowledge in planning, organizing, staffing, training, and scheduling the work of subordinates.

POSITION DESCRIPTION

Title: Environmental Projects Manager

Department: Solid Waste

Job Analysis: May 2022, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Deputy Development & Environmental Director

Subordinate Staff: Gas Technicians, Landfill Equipment Operators, Solid Waste Technicians, Inmate Labor

Internal Contacts: Department Employees, Division Managers, and Commissioners

External Contacts: General Public, Consultants, Contractors, Vendors

Status: Classified/Non-Exempt (~~345~~**317**)

Job Summary

This position manages Department Engineering and Environmental Programs to include Methane Gas System, Landfill Disposal Units, Leachate System, Storm Water System, and other Facility Processes and Supporting Infrastructure. This position also oversees compliance and construction for the previously mentioned areas. The Environmental Projects Manager provides technical recommendations and guidance to Department Administration.

Job Domains

A. Supervision

1. Manages Consulting Services and Contractors related to Environmental Monitoring and Construction.
2. Assist Department Administration with budgeting and scheduling construction necessary for the Department.
3. Inspect all sites and coordinates with engineers and contractors to ensure that new work complies with Federal, State, and Local regulations, codes and permits.
4. Assist and provide Department Administration and other Division Managers with both technical assistance and direction in all responsible areas.

5. Monitor and maintain constructed wetlands, storm water and aeration ponds, leachate pumping systems, and methane gas recovery and processing systems.
6. Develop and maintain training programs for subordinates.

A. Planning and Coordination

1. Review, analyze and suggest improvements to Department Administration related to operational efficiencies.
2. Oversee landfill gas extraction system maintenance activities including flare system maintenance, condensate pump station maintenance, and other system components.
3. Conduct organizational studies and evaluations to prepare operational and procedure directions.
4. Provides technical assistance and guidance for all areas of environmental management for the citizens of Baldwin County.

B. Miscellaneous

1. Complete training and continuing education as necessary to achieve and maintain Operator Certifications required by Federal, State, and Local regulations.
2. Coordinate Subordinate Staff to achieve and maintain Operator Certifications required by Federal, State, and Local regulations.
3. Strive to continually improve the good relations with citizens of Baldwin County.

Knowledge, Skills, and Abilities

1. Thorough knowledge of materials, equipment, techniques and tools used in the specific area of operation.
2. General knowledge of safety hazards, safety measures to be observed and safety regulations for the specific area of operation.
3. General knowledge of department rules, regulations, and procedures.
4. General knowledge of Federal, State and other regulatory agency rules effecting the operation.
5. Ability to plan, assign, and effectively supervise work of employees.
6. Ability to establish and maintain effective working relationships with associates and the general public.
7. Ability to establish and maintain a system of records, which are both clear and concise.
8. Writing skills to prepare clear and concise reports.
9. Ability to interpret and explain County policies and department procedures to employees.
10. Ability to estimate amounts of material and equipment required for a project.
11. Ability to communicate clearly, both orally and in writing.
12. Math skills to grade stakes, fill out gas logs, time sheets and payroll records.
13. Reading skills to read maps, etc.
14. Ability to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell and hear.
15. Ability to stand, sit, climb, balance, stoop, crouch, and crawl.

16. Specific vision abilities include close, distance, color and peripheral vision and depth perception.
17. The ability to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Other Characteristics

1. Willing to work overtime and weekends when necessary.
2. Willing to attend meetings and other work activities after work hours.

Minimum Qualifications

1. Bachelor's degree in engineering, environmental science, or a closely related field.
2. Five (5) years of experience in supervision and management of others, including budget responsibilities.
3. Three (3) years of experience in environmental or related field.
4. Three (3) years of experience with Landfill Methane Gas Systems.
5. Valid driver's license.

A combination of education and pertinent experience may be considered as a substitute for education requirement.

Preferred Qualifications

1. Professional Engineer License (PE)
2. Class "B" or higher commercial driver's license.
3. Alabama Landfill Operator's Certification
4. SWANA Manager of Landfill Operations Certification (MOLO)

POSITION DESCRIPTION

Title: Landfill Equipment Operator I

Department: Solid Waste

Job Analysis: September 2011, October 2015, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Landfill Supervisor/Transfer Station Supervisor

Subordinate Staff: None

Internal Contacts: Landfill Supervisor & Staff

External Contacts: General Public & Contract Haulers

Status: Classified/Non-Exempt (~~306~~ **307**)

Job Summary

Operates various types of landfill heavy equipment under the supervision of experienced operator. Performs routine maintenance under direction and supervision of experienced operator and maintenance personnel.

Job Domains

A. Equipment Operator

1. Operates landfill heavy equipment under close supervision of Landfill Supervisor/Transfer Station Supervisor and/or experienced operators.
2. Drives dump truck hauling various materials.
3. Operates off road dump truck, wheel loader, dozer and farm tractor with bushhog and box blade.
4. Operates other equipment as directed to improve operating skills and diversity, when assigned.
5. Continuously monitors location of general public.

B. Equipment Maintenance

1. Prior to operating equipment, performs safety and maintenance inspections of assigned equipment.

2. While equipment is being operated, continuously monitor gauges and other indicators for non-standard conditions.
3. Notifies Landfill Supervisor/Transfer Station Supervisor of mechanical or safety problems. May assist with mechanical failure repairs.

C. Manual Labor

1. Performs related manual labor as required to maintain landfill in best operation conditions.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate information to supervisors and co-workers.
2. Skills to clearly and neatly complete routine forms and records.
3. Skills to understand operator manuals, directives, procedures and instructions.
4. Skills in basic math to use measuring instruments and to read equipment gauges.
5. Skills to follow verbal instruction.
6. *Knowledge of practices applied in the use of a wide variety of heavy equipment for various maintenance and construction operations.
7. *Knowledge of safety rules, including accident causes and prevention.

Other Characteristics

1. Willing to work overtime and weekends.

Minimum Requirements

1. Have a valid driver's license with a minimum Class B CDL.
2. Preferred experience in performing the full range of operations with bulldozer, landfill compactor, rubber tire loader, grinder, windrow turner and other types of heavy equipment.

POSITION DESCRIPTION

Title: Landfill Equipment Operator II

Department: Solid Waste (Transfer Station)

Job Analysis: September 2011, October 2015, November 2016, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Transfer Station Supervisor

Subordinate Staff: Landfill Equipment Operator I

Internal Contacts: Transfer Station Supervisor, Operator III, Scale Operator, Solid Waste Driver, Solid Waste Technician

External Contacts: General Public & Contract Haulers

Status: Classified/Non-Exempt (~~308~~ **309**)

Job Summary

Operates various types of heavy equipment in the performance of all landfill operations. Performs inspections on equipment and handles daily problems to insure continuous operations of landfill. Assists in overseeing performance and training of Equipment Operators I.

Job Domains

A. Equipment Operator

1. Performs complex and difficult operations using one or more of the following:
 - a. Operates a dozer D-6 or equivalent and compactor.
 - b. Performs the full range of operations with bulldozer, rubber tire loader, off road dump truck, tractor-trailer, farm tractor with box blade and bushhog, windrow turner, track hoe, and other types of heavy equipment.
2. Loads and hauls various equipment and machinery on lowboy truck and trailer.
3. May operate other equipment such as dump truck and light tractor.
4. Trains other employees on all types of heavy equipment with emphasis on difficult and/or complex operations to fully use equipment capabilities.
5. May supervise and direct the work of other personnel to ensure that landfill permit requirements are maintained.

6. Advise Landfill Supervisor/Transfer Station Supervisor on capabilities and best utilization of various types of heavy equipment.

B. Equipment Maintenance

1. Prior to operating equipment, performs safety and maintenance inspections of assigned equipment.
2. While equipment is being operated, continuously monitors gauge and other indicators for non-standard conditions.
3. Performs light maintenance and servicing in connection with equipment operated.
4. Notifies Landfill Supervisor/Transfer Station Supervisor of mechanical or safety problems.
5. May assist repairman with mechanical repairs.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate information to supervisors and co-workers.
2. Skills to clearly and neatly complete routine forms and records.
3. Skills to understand operator manuals, directives, procedures, and instructions.
4. Skills in basic math to use measuring instruments and to read equipment gauges.
5. Skills to follow verbal instruction and counsel with crew members.
6. Substantial knowledge of practices applied in the use of a wide variety of heavy equipment for various maintenance and construction operations.
7. Very high skill level in the operation of equipment assigned to permit maximum utilization of equipment capability, skill in operation of a wide variety of landfill equipment.
8. Ability to instruct and direct other employees.
9. Knowledge of safety rules, including accident causes and prevention.
10. *Skilled in proper procedure for mixing compost to ensure maximum quality with minimum odor.
11. *Skilled in monitoring windrows for moisture content, turning schedule and blending of rows and screen time.

Other Characteristics

1. Willing to work overtime and weekends.

Minimum Requirements

1. Have a valid driver's license with a minimum Class A CDL.
2. Considerable experience in operating landfill equipment including the full range of operations with bulldozer, rubber tire loader, off road dump truck, tractor-trailer, farm tractor with box blade and bushhog, windrow turner, track hoe, and other types of heavy equipment.

POSITION DESCRIPTION

Title: Landfill Equipment Operator II

Department: Solid Waste

Job Analysis: September 2011, October 2015, June 2019, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Landfill Supervisor

Subordinate Staff: None

Internal Contacts: Landfill Supervisor, Landfill Operator IV, Landfill Operator III, Solid Waste Technician, Solid Waste Department Truck Driver, & Scale Operator

External Contacts: General Public & Private Haulers

Status: Classified/Non-Exempt (~~308~~ **309**)

Job Summary

Operates various types of heavy equipment in the performance of landfill operations. Performs inspections on equipment and addresses daily problems to ensure continuous operations of landfill. Assists in overseeing performance and training of Solid Waste Technicians.

Job Domains

A. Equipment Operator

1. Performs complex and difficult operations using one or more of the following: bulldozer, track loader, rubber tire loader, off road dump truck, hydraulic excavator, farm tractor, and other various types of heavy equipment.
2. May operate other equipment such as a highway truck / tractor-trailer requiring a commercial driver's license.
3. Trains other employees on heavy equipment with emphasis on difficult and/or complex operations to fully use equipment capabilities.
4. May advise and direct the work of other personnel to ensure that landfill operations and permit requirements are maintained.

5. Advise Landfill Supervisor on capabilities and best utilization of various types of heavy equipment.

B. Equipment Maintenance

1. Prior to operating equipment, performs safety and maintenance inspections of assigned equipment.
2. While equipment is being operated, continuously monitors gauge and other indicators for non-standard conditions.
3. Performs light maintenance and servicing in connection with equipment operated.
4. Notifies Landfill Supervisor of mechanical or safety problems.
5. May assist repairman with mechanical repairs.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to clearly and neatly complete routine forms and records.
3. Skills to understand operator manuals, directives, procedures, and instructions.
4. Skills in basic math to use measuring instruments and to read equipment gauges.
5. Skills to follow verbal instruction and counsel with crew members.
6. Substantial knowledge of practices applied in the use of a wide variety of heavy equipment for various maintenance and construction operations.
7. Skills in the operation of heavy equipment to permit maximum utilization of equipment capability, skill in operation of a wide variety of landfill equipment.
8. Ability to instruct and direct other employees.
9. Knowledge of safety rules, including accident causes and prevention.

Other Characteristics

1. Willing to work overtime and weekends.

Minimum Requirements

1. A valid driver's license with a minimum commercial designation of Class B; or a valid driver's license, five (5) years of experience working in landfill operations, and a valid Alabama Landfill Operator's Certification.
2. Considerable experience in operating various types of heavy equipment such as the following: bulldozer, track loader, rubber tire loader, off road dump truck, farm tractor, hydraulic excavator.

POSITION DESCRIPTION

Title: Landfill Equipment Operator III

Department: Solid Waste (Transfer Station)

Job Analysis: September 2011, October 2015, November 2016, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Transfer Station Supervisor

Subordinate Staff: Landfill Equipment Operator I, Landfill Equipment Operator II

Internal Contacts: Transfer Station Supervisor, Scale Operator, Solid Waste Driver, Solid Waste Technician

External Contacts: General Public & Contract Haulers

Status: Classified/Non-Exempt (~~309~~ **310**)

Job Summary

Operates various types of heavy equipment or has demonstrated unique skills in the performance of complex and difficult construction and maintenance activities. Performs maintenance inspection on assigned equipment, notifies Landfill Supervisor/Transfer Station Supervisor of equipment failures and may assist with repairs. Occasionally performs routine manual labor. Assists in overseeing performance and training of equipment, Operators I and II in use of various landfill operational equipment. Consideration will be given when unusual circumstances prevail such as working without supervision, to provide leadership, and other skills necessary for efficient operation and continual compliance with landfill permit requirements.

Job Domains

A. Equipment Operator

Minimum of four (4) years' experience in one or more of the following:

1. Performs complex and difficult operations using one or more of the following equipment:
 - a. Performs the full range of operations with bulldozer, landfill compactor, rubber tire loader, grinder, windrow turner and other types of heavy equipment.

- b. May operate other equipment such as dump truck and light tractor.
- 2. Trains other employees on all types of heavy equipment relative to landfill operations with emphasis on difficult and/or complex operations so as to fully utilize equipment capabilities.
- 3. May supervise and direct the work of other personnel at other locations such as C & D, Recycle and Bio Solids.
- 4. Advise Landfill Supervisor/Transfer Station Supervisor on capabilities and best utilization of various types of heavy equipment.
- 5. Ability to operate rubber tire loader with confidence in a confined area while loading private vehicles for the general public.

B. Equipment Maintenance

- 1. Prior to operating equipment, performs safety and maintenance inspections of assigned equipment.
- 2. While equipment is being operated, continuously monitors gauge and other indicators for non-standard conditions.
- 3. Performs light maintenance and servicing in connection with equipment operated.
- 4. Notifies Landfill Supervisor/Transfer Station Supervisor of mechanical or safety problems.
- 5. May assist repairman with mechanical checks such as gas engine tuning, ignition, fuel, brake, and hydraulic system monitoring.

C. Manual Labor

- 1. Performs manual labor as required.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

- 1. Skills to communicate information to supervisors, inspectors, Operators I & II, scale house personnel and general public.
- 2. Skilled on completing routine forms and records.
- 3. Skilled on understanding operator manuals, directives, procedures, and instructions.
- 4. Skilled in basic math to use measuring instruments and reading equipment gauges.
- 5. Skills to instruct and counsel with Operators I & II.
- 6. Very high skill level in the operation of equipment assigned to permit maximum utilization of equipment capability, skilled in operation of a wide variety of landfill operational support equipment.
- 7. Knowledge of safety rules, including accidents, causes and prevention.
- 8. *Skilled in proper procedure for mixing compost to ensure maximum quality with minimum odor.
- 9. *Skilled in monitoring windrows for moisture content, turning schedule and blending of rows and screen time.

Other Characteristics

1. Willing to work overtime and weekends.
2. Ability to supervise subordinate staff and assume responsibility in absence of immediate supervisor.

Minimum Requirements

1. Have a valid driver's license with a minimum Class A CDL.
2. Considerable experience in operating specialized landfill equipment.
3. Four (4) years' experience in performing the full range of operations with bulldozer, landfill compactor, rubber tire loader, grinder, windrow turner and other types of heavy equipment.
4. Possesses communication skills to promote the county's policy of good will to the general public at the landfill.

POSITION DESCRIPTION

Title: Landfill Equipment Operator III

Department: Solid Waste

Job Analysis: September 2011, October 2015, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Landfill Supervisor/Transfer Station Supervisor

Subordinate Staff: None

Internal Contacts: Landfill Supervisor, Operator I, Operator II, Operator IV, Scale Operators

External Contacts: General Public & Contract Haulers

Status: Classified/Non-Exempt (~~309~~**310**)

Job Summary

Operates various types of heavy equipment or has demonstrated unique skills in the performance of complex and difficult construction and maintenance activities. Performs maintenance inspection on assigned equipment, notifies Landfill Supervisor/Transfer Station Supervisor of equipment failures and may assist with repairs. Occasionally performs routine manual labor. Assists in overseeing performance and training of equipment, Operators I and II in use of various landfill operational equipment. Consideration will be given when unusual circumstances prevail such as working without supervision, to provide leadership, and other skills necessary for efficient operation and continual compliance with landfill permit requirements.

Job Domains

A. Equipment Operator

Minimum of four (4) years' experience in one or more of the following:

1. Performs complex and difficult operations using one or more of the following equipment:
 - a. Performs the full range of operations with bulldozer, landfill compactor, rubber tire loader, grinder, windrow turner and other types of heavy equipment.

- b. May operate other equipment such as dump truck and light tractor.
- 2. Trains other employees on all types of heavy equipment relative to landfill operations with emphasis on difficult and/or complex operations so as to fully utilize equipment capabilities.
- 3. May supervise and direct the work of other personnel at other locations such as C & D, Recycle and Bio Solids.
- 4. Advise Landfill Supervisor/Transfer Station Supervisor on capabilities and best utilization of various types of heavy equipment.
- 5. Ability to operate rubber tire loader with confidence in a confined area while loading private vehicles for the general public.

B. Equipment Maintenance

- 1. Prior to operating equipment, performs safety and maintenance inspections of assigned equipment.
- 2. While equipment is being operated, continuously monitors gauge and other indicators for non-standard conditions.
- 3. Performs light maintenance and servicing in connection with equipment operated.
- 4. Notifies Landfill Supervisor/Transfer Station Supervisor of mechanical or safety problems.
- 5. May assist repairman with mechanical checks such as gas engine tuning, ignition, fuel, brake, and hydraulic system monitoring.

C. Manual Labor

- 1. Performs manual labor as required.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

- 1. Skills to communicate information to supervisors, inspectors, Operators I & II, scale house personnel and general public.
- 2. Skilled on completing routine forms and records.
- 3. Skilled on understanding operator manuals, directives, procedures, and instructions.
- 4. Skilled in basic math to use measuring instruments and reading equipment gauges.
- 5. Skills to instruct and counsel with Operators I & II.
- 6. Very high skill level in the operation of equipment assigned to permit maximum utilization of equipment capability, skilled in operation of a wide variety of landfill operational support equipment.
- 7. Knowledge of safety rules, including accidents, causes and prevention.
- 8. *Skilled in proper procedure for mixing compost to ensure maximum quality with minimum odor.
- 9. *Skilled in monitoring windrows for moisture content, turning schedule and blending of rows and screen time.

Other Characteristics

1. Willing to work overtime and weekends.
2. Ability to supervise subordinate staff and assume responsibility in absence of immediate supervisor.

Minimum Requirements

1. Have a valid driver's license with a minimum Class B CDL.
2. Considerable experience in operating specialized landfill equipment.
3. Four (4) years' experience in performing the full range of operations with bulldozer, landfill compactor, rubber tire loader, grinder, windrow turner and other types of heavy equipment.
4. Possesses communication skills to promote the county's policy of good will to the general public at the landfill.

POSITION DESCRIPTION

Title: Landfill Equipment Operator IV

Department: Solid Waste (Transfer Station)

Job Analysis: March 2022, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Transfer Station Supervisor

Subordinate Staff: Landfill Equipment Operator I, Landfill Equipment Operator II, Landfill Equipment Operator III, Solid Waste Technician

Internal Contacts: Transfer Station Supervisor, Scale Operator, Solid Waste Driver, Landfill Equipment Operators, Solid Waste Technician

External Contacts: General Public & Contract Haulers

Status: Classified/Non-Exempt (~~311~~ **312**)

Job Summary

Operates various types of heavy equipment or has demonstrated unique skills in the performance of complex and difficult construction and maintenance activities. Performs maintenance inspection on assigned equipment, notifies Landfill Supervisor/Transfer Station Supervisor of equipment failures and may assist with repairs. Occasionally performs routine manual labor. Assists in overseeing performance and training of equipment, Operators II and III in use of various landfill operational equipment. Consideration will be given when unusual circumstances prevail such as working without supervision, to provide leadership, and other skills necessary for efficient operation and continual compliance with landfill permit requirements.

Job Domains

A. Equipment Operator

Minimum of five (5) years' experience in one or more of the following:

1. Performs complex and difficult operations using one or more of the following equipment:
 - a. Performs the full range of operations with bulldozer, landfill compactor, rubber tire loader, grinder, windrow turner and other types of heavy equipment.
 - b. May operate other equipment such as dump truck and light tractor.

2. Trains other employees on all types of heavy equipment relative to landfill operations with emphasis on difficult and/or complex operations so as to fully utilize equipment capabilities.
3. May supervise and direct the work of other personnel Transfer Station and other locations such as C & D, Recycle and Bio Solids.
4. Advise Landfill Supervisor/Transfer Station Supervisor on capabilities and best utilization of various types of heavy equipment.
5. Ability to operate rubber tire loader with confidence in a confined area while loading private vehicles for the general public.

B. Equipment Maintenance

1. Prior to operating equipment, performs safety and maintenance inspections of assigned equipment.
2. While equipment is being operated, continuously monitors gauge and other indicators for non-standard conditions.
3. Performs light maintenance and servicing in connection with equipment operated.
4. Notifies Landfill Supervisor/Transfer Station Supervisor of mechanical or safety problems.
5. May assist repairman with mechanical checks such as gas engine tuning, ignition, fuel, brake and hydraulic system monitoring.

C. Manual Labor

1. Performs manual labor as required.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate information to supervisors, inspectors, Operators II & III, scale house personnel and general public.
2. Skilled on completing routine forms and records.
3. Skilled on understanding operator manuals, directives, procedures and instructions.
4. Skilled in basic math to use measuring instruments and reading equipment gauges.
5. Skills to instruct and counsel with Operators II & III.
6. Very high skill level in the operation of equipment assigned to permit maximum utilization of equipment capability; skilled in operation of a wide variety of landfill operational support equipment.
7. Knowledge of safety rules, including accidents, causes and prevention.
8. *Skilled in proper procedure for mixing compost to insure maximum quality with minimum odor.
9. *Skilled in monitoring windrows for moisture content, turning schedule and blending of rows and screen time.

Other Characteristics

1. Willing to work overtime and weekends.
2. Ability to supervise subordinate staff and assume responsibility in absence of immediate supervisor.

Minimum Requirements

1. Have a valid driver's license with a minimum Class A CDL.
2. Considerable experience in operating specialized landfill equipment.
3. Five (5) years' experience in performing the full range of operations with fifth wheel tractor /trailer trucks, bulldozer, landfill compactor, rubber tire loader, grinder, windrow turner and other types of heavy equipment.
4. Possesses communication skills to promote the county's policy of good will to the general public at the landfill.

POSITION DESCRIPTION

Title: Landfill Equipment Operator IV

Department: Solid Waste

Job Analysis: September 2011, October 2015, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Landfill Supervisor/Transfer Station Supervisor

Subordinate Staff: None

Internal Contacts: Landfill Supervisor, Operator I, Operator II, Operator III, and Scale Operators

External Contacts: General Public & Contract Haulers

Status: Classified/Non-Exempt (~~344~~ **312**)

Job Summary

Operates various types of heavy equipment or has demonstrated unique skills in the performance of complex and difficult construction and maintenance activities. Performs maintenance inspection on assigned equipment, notifies Landfill Supervisor/Transfer Station Supervisor of equipment failures and may assist with repairs. Occasionally performs routine manual labor. Assists in overseeing performance and training of Equipment Operators I, II, and III in use of various landfill operational equipment. Consideration will be given when unusual circumstances prevail such as working without supervision, to provide leadership, and other skills necessary for efficient operation and continual compliance with landfill permit requirements.

Job Domains

A. Equipment Operator

Minimum of five (5) years' experience in one or more of the following:

1. Performs complex and difficult operations using one or more of the following equipment:
 - a. Performs the full range of operations with bulldozer, landfill compactor, rubber tire loader, grinder, windrow turner and other types of heavy equipment.
2. May operate other equipment such as dump truck and light tractor.

3. Trains other employees on all types of heavy equipment relative to landfill operations with emphasis on difficult and/or complex operations so as to fully utilize equipment capabilities.
4. May supervise and direct the work of other personnel at other locations such as C & D, Recycle and Bio Solids.
5. Advise Landfill Supervisor/Transfer Station Supervisor on capabilities and best utilization of various types of heavy equipment.
6. Ability to operate rubber tire loader with confidence in a confined area while loading private vehicles for the general public.

B. Equipment Maintenance

1. Prior to operating equipment, performs safety and maintenance inspections of assigned equipment.
2. While equipment is being operated, continuously monitors gauge and other indicators for non-standard conditions.
3. Performs light maintenance and servicing in connection with equipment operated.
4. Notifies Landfill Supervisor/Transfer Station Supervisor of mechanical or safety problems.
5. May assist repairman with mechanical checks such as gas engine tuning, ignition, fuel, brake and hydraulic system monitoring.

C. Manual Labor

1. Performs manual labor as required.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate information to supervisors, inspectors, operators I, II, and III, scale house personnel and general public.
2. Skilled on completing routine forms and records.
3. Skilled on understanding operators' manuals, directives, procedures, and instructions.
4. Skilled in basic math to use measuring instruments and reading equipment gauges.
5. Skills to instruct and counsel with operators I, II, and III.
6. Very high skill level in the operation of equipment assigned to permit maximum utilization of equipment capability, skilled in operation of a wide variety of landfill operational support equipment.
7. Knowledge of safety rules, including accidents, causes and prevention.
8. *Skilled in proper procedure for mixing compost to ensure maximum quality with minimum odor.
9. *Skilled in monitoring windrows for moisture content, turning schedule and blending of rows and screen time.

Other Characteristics

1. Willing to work overtime and weekends.
2. Ability to supervise subordinate staff and assume responsibility in absence of immediate supervisor.

Minimum Requirements

1. Have a valid driver's license with a minimum Class B CDL.
2. Considerable experience in operating specialized landfill equipment.
3. Five (5) years' experience in performing the full range of operations with bulldozer, landfill compactor, rubber tire loader, grinder, windrow turner and other types of heavy equipment.
4. Possesses communication skills to promote the county's policy of good will to the general public at the landfill.

POSITION DESCRIPTION

Title: Landfill Supervisor

Department: Solid Waste

Job Analysis: September 2011, September 2013, October 2019, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Deputy Development & Environmental Director

Subordinate staff: Landfill Equipment Operators, Solid Waste Technicians, Inmate Labor

Internal contacts: Solid Waste Department Staff and Commission Staff

External contacts: ADEM Regulators/Inspectors, Health Dept., Engineers, Private Contractors, General Public

Status: Classified/**Non-Exempt (\$317 317)**

Job Summary

This is a management position with direct responsibilities for environmental management, regulatory enforcement, and compliance management. Promotes environmental awareness through education and citizen interaction, as well as, providing technical and managerial guidance to the Baldwin County Commission.

Job Domains

A. Management

1. Supervise the daily work routines of Eastfork Landfill, MacBride Landfill, and Magnolia Landfill.
2. Assist Department Administration with scheduling construction of new disposal units and closure of existing disposal units.
3. Inspect all sites and coordinates with engineers and contractors to ensure that new work complies with Federal, State, and Local regulations, codes and permits.
4. Assist and provide Department Administration and other Division Managers with both technical assistance and direction in all responsible areas.
5. Monitor and maintain constructed wetlands, storm water and aeration ponds, leachate pumping systems, and methane gas recovery and processing systems.
6. Develop and maintain training programs for subordinate staff.

B. Planning and Coordination

1. Review, analyze and suggest improvements to Department Administration related to operational efficiencies.
2. Conduct organizational studies and evaluations to prepare operational and procedure directions.
3. Provides technical assistance and guidance for all areas of environmental management for the citizens of Baldwin County.

C. Miscellaneous

1. Complete training and continuing education as necessary to achieve and maintain Operator Certifications required by Federal, State, and Local regulations.
2. Coordinate Subordinate Staff to achieve and maintain Operator Certifications required by Federal, State, and Local regulations.
3. Strive to continually improve the good relations with citizens of Baldwin County.

Knowledge, Skills, and Abilities

1. Skills to direct and supervise subordinates and deal with the public in conflict resolution as necessary.
2. Writing and oratorical skills necessary to make reports to the County Commission, County Administrator, and the Public.
3. Knowledge of applicable occupational safety, health, regulatory requirements, codes and permits.
4. Planning and scheduling skills to provide guidance to contractors and other professionals.
5. Ability to conduct meetings over large and small groups.

Other Characteristics

1. Must work non-regular hours when necessary.
2. Willingness to attend meetings and other work activities after normal working hours.

Minimum Qualifications

1. Bachelor's degree in engineering, environmental science, or a closely related field.
2. Five (5) years of experience in supervision and management of others, including budget responsibilities.
3. Three (3) years of experience in environmental or related field.
4. Valid driver's license and be insurable by the County's insurance standards.

A combination of education and pertinent experience may be considered as a substitute for requirements.

Preferred Qualifications

1. Professional Engineer License (PE)
2. Class "B" or higher commercial driver's license
3. Alabama Landfill Operator's Certification
4. SWANA Manager of Landfill Operations Certification (MOLO)

POSITION DESCRIPTION

Title: Master Mechanic – Solid Waste

Dept: Solid Waste

Job Analysis: Sept 2011, Sept 2013, Sept 2017, Oct 2019, **Sept 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Deputy Development and Environmental Director

Subordinate staff: Mechanics, Laborers, Inmate Labor

Internal contacts: Department Supervisors, Office Staff, Purchasing Staff

External contacts: Equipment and Parts Suppliers

Status: Classified/Non-Exempt (~~313~~ **314**)

Job Summary

Assist County mechanics with major mechanical repair and maintenance of gasoline and diesel powered automotive and heavy equipment owned and operated by the Baldwin County Commission, using standard practices and equipment of the automotive trade. Operates some heavy equipment. Must be able to train other County mechanics and lend support when called upon. Must be able to supervise mechanics, mechanic helpers and laborers working non-standard hours.

Job Domains

A. Automotive Repair and Maintenance

1. Tunes engines including testing/cleaning/replacement of spark plugs, adjusting timing, valves, carburetors, fuel injectors, and replacement of ignitions systems.
2. Assist mechanic in removing and disassembling major units such as engine, transmission, differential; inspects parts for wear, and reassembles.
3. Repairs and replaces parts such as pistons, rods, gears, and bearings.
4. Overhauls and replaces carburetors, generators, radiators, alternators, starters, distributors and water pumps, and fuel injection pumps.
5. Rewires ignition system, lights, and instrument panel.

6. Turns drums, realigns, and adjusts brakes, aligns front end, repairs or replaces shock absorbers.
7. Replaces and adjusts headlights, and installs or repairs accessories such as radios, heaters, mirrors, and windshield wipers.
8. Troubleshoots hydraulic system and replace hydraulic pumps and hydraulic cylinders.
9. Check and repair electric pressurized and air operated power take off systems.
10. Assemble hydraulic hose and replace when necessary.
11. Troubleshoot and repair electric systems.
12. Capable of using computer diagnostic equipment on engines.
13. Must be capable of checking and replacing turbo chargers.
14. Capable of diagnosing and repairing air brake systems and air brakes.
15. Experience in checking and repairing air conditioning systems.
16. Capable of repairing refuse bodies and related hydraulic systems.

B. Heavy Equipment Repair and Maintenance

1. Analyzes malfunctions, and repairs, rebuilds, and maintains heavy construction equipment such as motor graders, backhoes, bulldozers, landfill compactors, etc.
2. Assist mechanics in replacing defective engines and subassemblies.
3. Assists with replacing or repairing major components, attachments or implements such as blades, tracks compressors, etc.

C. Miscellaneous

1. Welds to repair broken or cracked frames, bars, plates, and other metal objects on machinery. Fills holes and builds up metal parts.
2. Replaces batteries, hydraulic fluid, oil, antifreeze/coolant, etc.
3. Repairs or replaces tires.
4. Performs related mechanic duties as required.
5. Performs various duties including operation of equipment and some manual labor as requested by mechanic.
6. Tests repaired equipment to ensure operating efficiency.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job)

1. Verbal skills to communicate information to supervisors and co-workers.
2. Writing skills to clearly and neatly complete routine forms and order parts.
3. Reading skills to understand equipment and maintenance manuals, parts lists, instructions.
4. Math skills to understand precision gauges to measure and fit parts.
5. Listening skills to receive information about equipment problems.
6. Skills in the use of hand and machine tools and equipment used in automotive repair.
7. Skills in the use of major items of electronic and mechanical shop equipment and machinery.
8. Skills in operating various types of equipment.
9. Skills in analyzing and diagnosing problems in automotive and heavy construction equipment.

10. Knowledge of safety rules, including accident causes and prevention.
11. *Knowledge of first aid procedures.
12. Ability of work independently without close supervision.
13. Knowledge of county policies, procedures, and rules.

Physical Characteristics

(In cases of physical handicap, reasonable accommodations may be made.)

1. See well enough to read regular print and numbers without error or transposition and inspect small parts.
2. Hear well enough to talk on telephone, to determine mechanical problems.
3. Speak clearly enough to communicate information to helper.
4. Use of hands and fingers to write, to use tools.
5. Strength to lift 100 pounds.
6. Physical dexterity sufficient to operate levers, gears, etc.
7. Body movement to climb on top of or crawl under various types of equipment.

Other Characteristics

1. Willing to work non-standard hours when necessary.
2. Willing to provide personal hand tools.
3. Willing to travel to pick up parts and materials out of area.

Minimum Qualifications

1. Have a valid driver's license and Class "B" CDL and be insurable by the County's insurance standards.
2. Five (5) years' experience in automotive and heavy equipment repairs and maintenance preferred.

POSITION DESCRIPTION

Title: Mechanic I

Department: Solid Waste

Job Analysis: February 2022, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Master Mechanic, Mechanic II

Subordinate staff: Solid Waste Tech, Inmate Labor

Internal contacts: Members of work group

External contacts: None

Status: Classified/Non-Exempt (~~306~~ **309**)

Job Summary

Assist mechanic in mechanical repair and maintenance of gasoline and diesel powered automotive and heavy equipment using standard practices and equipment of the automotive trade. Operates some heavy equipment.

Job Domains

A. Automotive Repair and Maintenance

1. Tunes engines including testing/cleaning/replacement of spark plugs, adjusting timing, valves, carburetor needle, replacement of coil, condenser, breaker points.
2. Assist mechanic in removing and disassembling major units such as engine, transmission, differential; inspects part for wear, and reassembles.
3. Repairs and replaces parts such as pistons, rods, gears, and bearings.
4. Overhauls and replaces carburetors, generators, radiators, alternators, starters, distributors, and pumps.
5. Rewires ignition system, lights, and instrument panels.
6. Turns drums, realigns, and adjusts brakes, aligns front end, repairs, or replaces shock absorbers.
7. Replaces and adjusts headlights and installs or repairs accessories such as radios, heaters, mirrors, and windshield wipers.

8. Must have experience on air brake systems.
9. Must have experience on hydraulic systems.

B. Heavy Equipment Repair and Maintenance

1. Analyzes malfunctions, and repairs, rebuilds, and maintains heavy construction equipment such as motor graders, backhoes, bulldozers, etc.
2. Assist mechanic in replacing defective engines and subassemblies.
3. Assists with replacing or repairing major components, attachments or implements such as blades, tracks, compressors, etc.

C. Miscellaneous

1. Welds to repair broken or cracked frames, bars, plates, and other metal objects on machinery. Fills holes and builds up metal parts.
2. Replaces batteries, hydraulic fluid, oil, antifreeze/coolant, etc.
3. Repairs or replaces tires.
4. Performs related mechanic duties as required.
5. Performs various duties including operation of equipment and some manual labor as requested by mechanic.
6. Tests repaired equipment to ensure operating efficiency.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate information to supervisors and coworkers.
2. Skills to clearly and neatly complete routine forms and order parts.
3. Skills to understand equipment and maintenance manuals, parts lists, and instructions.
4. Skills to understand precision gauges to measure and fit parts.
5. Skills to receive information about equipment problems.
6. Skills in the use of hand and machine tools and equipment used in automotive repair.
7. Skills in the use of major items of electronic and mechanical shop equipment and machinery.
8. Skills in analyzing and diagnosing problems in automotive equipment.
9. Knowledge of safety rules, including accident causation and prevention.
10. Ability to work independently without close supervision.

Minimum Qualifications

1. Willing to obtain Class B driver's license.
2. Willing to travel to pick up parts and material out of area.
3. Willing to work overtime and weekends in emergencies.
4. Willing to provide personal hand tools.
5. Experience in automotive repairs and maintenance.
6. Willing to work evening shift.

POSITION DESCRIPTION

Title: Mechanic II

Department: Solid Waste

Job Analysis: September 2011, September 2013, October 2019, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Master Mechanic

Subordinate staff: Mechanic I, Laborers, Inmate Labor

Internal contacts: Members of work group

External contacts: None

Status: Classified/Non-Exempt (~~344~~ **312**)

Job Summary

Performs skilled tasks in mechanical repair and maintenance of gasoline and diesel powered automotive and heavy equipment using standard practices and equipment of the automotive trade. Operates some heavy equipment. Must have a minimum of three (3) years mechanic experience. Must have a valid CDL Class B driver's license.

Job Domains

A. Automotive Repair and Maintenance

1. Analyzes, diagnoses and tunes engines including testing/cleaning/replacement of spark plugs, adjusting timing, valves, carburetor needle, replacement of coil, condenser, breaker points.
2. Removes and disassembles major units such as engine, transmission, differential; inspects parts for wear, and reassembles.
3. Repairs and replaces parts such as pistons, rods, gears, and bearings.
4. Overhauls and replaces carburetors, generators, radiators, alternators, starters, distributors, and pumps.
5. Rewires ignition system, lights, and instrument panels.
6. Turns drums, realigns, and adjusts brakes, aligns front end, repairs or replaces shock absorbers.

7. Must have experience on air brake systems.
8. Must have experience on hydraulic systems.
9. Must be capable of trouble shooting electrical system.
10. Replaces and adjusts headlights, and installs or repairs accessories such as radios, heaters, mirrors, and windshield wipers.
11. Performs additional repairs as needed.

B. Heavy Equipment Repair and Maintenance

1. Analyzes malfunctions, and repairs, rebuilds, and maintains heavy construction equipment such as motor graders, backhoes, bulldozers, etc.
2. Replaces defective engines and subassemblies.
3. Replaces or repairs major components, attachments or implements such as blades, tracks, compressors, etc.
4. Must be capable of trouble shooting hydraulic system.
5. Must be capable of rebuilding hydraulic cylinders and hydraulic pumps.
6. Must be capable of trouble shooting and rebuilding power take off systems, hydraulic operated, air operated and electrical power take off units.

C. Miscellaneous

1. Welds to repair broken or cracked frames, bars, plates, and other metal objects on machinery. Fills holes and builds up metal parts.
2. Replaces batteries, hydraulic fluid, oil, antifreeze/coolant, etc.
3. Repairs or replaces tires.
4. Performs related mechanic duties as required.
5. Performs various duties including operation of equipment and some manual labor as needed.
6. Tests repaired equipment to ensure operating efficiency.
7. Supervises assistant mechanic and other area personnel performing equipment maintenance.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Verbal skills to communicate information to supervisors and coworkers.
2. Writing skills to clearly and neatly complete routine forms and order parts.
3. Reading skills to understand equipment and maintenance manuals, parts lists, and instructions.
4. Math skills to understand precision gauges to measure and fit parts.
5. Listening skills to receive information about equipment problems.
6. Skills in the use of hand and machine tools and equipment used in automotive repair.
7. Skills in the use of major items of electronic and mechanical shop equipment and machinery.
8. Skills in operating various types of equipment.

9. Skills in analyzing and diagnosing problems in automotive and heavy construction equipment.
10. Knowledge of safety rules, including accident causation and prevention.
11. *Knowledge of first aid procedures.
12. Ability to work independently without close supervision.
13. Knowledge of county policies, procedures and rules.

Physical Characteristics

(In case of physical handicap, reasonable accommodations will be made.)

1. See well enough to read regular print and numbers without error or transposition and inspect small parts.
2. Hear well enough to talk on telephone, to determine mechanical problems.
3. Speak clearly enough to communicate information to helper.
4. Use of hands and fingers to write, to use tools.
5. Strength to lift 100 pounds.
6. Physical dexterity sufficient to operate levers, gears, etc.
7. Body movement to climb on top of or crawl under various types of equipment.

Other Characteristics

1. Willing to work overtime and weekends in emergencies.
2. Willing to provide personal hand tools.
3. Willing to travel to pick up parts and material out of area.
4. Willing to work evening shift.

Minimum Qualifications

1. Have a valid driver's license with CDL Class "B".
2. Must have a minimum of three (3) years mechanic experience.

POSITION DESCRIPTION

Title: Operations Support Coordinator / Trainer

Department: Solid Waste

Job Analysis: May 2022, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Deputy Development & Environmental Director

Subordinate staff: Inmate Supervisors, Inmates, Solid Waste Technicians

Internal contacts: Solid Waste Department Employees, Staff of Various County Departments,

External contacts: General Public, Department of Corrections Staff, Various Vendors

Status: Classified/Non-Exempt (~~344~~ **313**)

Job Summary

Job consists of coordinating and monitoring activities of Roadside Litter Contractor. Assigns daily duties to the Inmate Supervisors. Responsible for monitoring the progress of work and scheduling tasks for Community Corrections Participants. General responsibilities include patrolling county roads to determine roadside trash to be collected, moving furniture and related items for various County departments, and distributing / retrieving voting machines for elections. Responsible for maintaining records of daily weights of waste or litter collected and miles traveled. Trainer duties consist of conducting operational and safety training with Drivers and Driver Candidates. CDL instructional duties shall be in accordance with applicable Federal Code and County Policy. Makes operational and safety observations and conducts inspections as necessary.

Job Domains

A. Supervising/Managing

1. Assigning tasks.
2. Assigning materials and equipment to complete tasks.
3. Following up on assigned tasks.
4. Communicate with the Citizens of Baldwin County and other County personnel.

B. Managing/Coordinating

1. Making certain assigned duties are performed.
2. Checking for work and extra assignments for the next workday.
3. Appropriate Computer and phone skills.
4. Coordinating and monitoring activities of Roadside Litter Contractor.

C. Training/Instructor

1. Serves as Theory and Behind-the-Wheel (BTW) instructor for CDL trainees in accordance with Federal Motor Carrier Safety Administration guidelines and applicable Federal Code.
2. Assists in developing CDL training criteria.
3. Must maintain all qualifications and adhere to all requirements as required by Federal Code to maintain CDL Instructor status.

Knowledge, Skills, and Abilities

1. Computer knowledge.
2. Good phone skills.
3. Ability to communicate with the Citizens of Baldwin County and various Baldwin County staff in other departments in a positive, professional manner.
4. Managerial / supervisory skills.

Physical Characteristics

1. See well enough to read and write.
2. Hear well enough to respond to verbal communications.
3. Speak well enough to answer questions in a polite, courteous manner.
4. Body movement of mobility to bend, move, stand, and lift.
5. Physical demands described are representative of those that must be met to successfully perform the essential functions of the job.
6. Must have the ability to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Minimum Qualifications

1. Must possess a valid, Commercial Driver's license, Class "B" minimum and be insurable by County insurance standards.
2. Minimum of three (3) years' experience in Driver capacity.
3. Proficient in the operation of specialized trucks such as roll off, knuckle boom, and automated self-loader.

POSITION DESCRIPTION

Title: Solid Waste Driver I

Department: Solid Waste

Job Analysis: Feb 2011, Dec 2012, Sept 2013, Sept 2017, **Sept 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Collections Supervisor, Assistant Collections Supervisor

Subordinate Staff: Solid Waste Technicians

Internal Contacts: Solid Waste Department Staff

External Contacts: General Public

Status: Classified/ Non-Exempt (~~307~~ **308**)

Job Summary

Solid Waste Driver is responsible for picking up, transporting and safe disposal of garbage and waste materials in a timely, scheduled manner. Driver is responsible for the supervision of county laborers who ride on the back of garbage trucks but will ride on the back of garbage trucks when necessary.

Job Domains

A. Solid Waste Driver

1. Provides for pick up and safe disposal of refuse and waste materials.
2. Assures that route is completed in a timely, scheduled manner within a 40-hour workweek.
3. Assists with other routes as needed.
4. Operates a two-way radio in garbage truck to receive instructions from dispatcher.
5. Follows scheduled routes or makes authorized changes to pick up schedule as needed.
6. Transports load to disposal area and assists in dumping truck when route is complete.
7. Will ride on the back of the garbage trucks and dump garbage carts when required to complete routes.

B. Supervision

1. Accepts responsibility for garbage truck and cargo at all times.
2. Prepares appropriate reports as required.
3. Supervises Solid Waste Technicians and Laborers who ride on the garbage trucks.
4. Maintains VCR (Vehicle Condition Report) in a responsible manner.
5. Maintains fuel consumption, mileage, and maintenance records in a responsible manner.
6. Provides timely response to route audit requests.

Knowledge, Skills, and Abilities

1. Must possess skills to communicate via a two-way radio.
2. Verbal skills to effectively communicate with public in a courteous manner.
3. General knowledge of area helpful to aid in locating pickup routes.
4. Writing skills to clearly and neatly complete reports as needed.

Physical Characteristics

1. See well enough to read and write.
2. Hear well enough to respond to verbal communications.
3. Speak well enough to answer questions in a polite, courteous manner.
4. Body movement of mobility to bend, move, stand, and lift.
5. Physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
6. Must be able to lift garbage cart.

Minimum Qualifications

1. Must possess a valid, Commercial Driver's license, Class "B" minimum and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Solid Waste Driver II

Department: Solid Waste

Job Analysis: September 2017, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Collections Supervisor, Assistant Collections Supervisor

Subordinate Staff: Solid Waste Technicians, Solid Waste Driver I

Internal Contacts: Solid Waste Department Staff

External Contacts: General Public

Status: Classified/Non-Exempt (~~308~~ **309**)

Job Summary

Solid Waste Driver II is responsible for picking up, transporting and safe disposal of garbage and waste materials in a timely, scheduled manner. Driver is responsible for the supervision of Solid Waste Technicians, who ride on the back of garbage trucks but will ride on the back of garbage trucks when necessary.

Job Domains

- A. Solid Waste Driver II (Minimum of three (3) years' experience in Driver capacity)
1. Provides for pick up and safe disposal of refuse and waste materials.
 2. Assures that route is completed in a timely, scheduled manner within a 40-hour workweek.
 3. Assists with other routes as needed.
 4. Operates a communications device in truck to receive instructions from dispatcher.
 5. Follows scheduled routes or makes authorized changes to pick up schedule as needed.
 6. Transports load to disposal area and assists in dumping truck when route is complete.
 7. Will ride on the back of the garbage trucks and dump garbage carts when required to complete routes.

B. Supervision

1. Accepts responsibility for truck and cargo at all times.
2. Prepares appropriate reports as required.
3. Supervises Solid Waste Technicians and Laborers who ride on the garbage trucks.
4. Maintains VCR (Vehicle Condition Report) in a responsible manner.
5. Maintains fuel consumption, mileage, and maintenance records in a responsible manner.
6. Provides timely response to route audit requests.

Knowledge, Skills, and Abilities

1. Must possess skills to communicate via a two-way radio.
2. Verbal skills to effectively communicate with public in a courteous manner.
3. General knowledge of area helpful to aid in locating pickup routes.
4. Writing skills to clearly and neatly complete reports as needed.

Physical Characteristics

1. See well enough to read and write.
2. Hear well enough to respond to verbal communications.
3. Speak well enough to answer questions in a polite, courteous manner.
4. Body movement of mobility to bend, move, stand, and lift.
5. Physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
6. Must have the ability to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Minimum Qualifications

1. Must possess a valid, Commercial Driver's license, Class "B" minimum and be insurable by County insurance standards.
2. Minimum of three (3) years' experience in Driver capacity.
3. Proficient in the operation of specialized trucks such as roll off, knuckle boom, and automated self-loader.

POSITION DESCRIPTION

Title: Solid Waste Driver III

Department: Solid Waste

Job Analysis: September 2017, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Collections Supervisor, Assistant Collections Supervisor

Subordinate Staff: Solid Waste Technicians, Solid Waste Driver I, Solid Waste Driver II

Internal Contacts: Solid Waste Department Staff

External Contacts: General Public

Status: Classified/Non-Exempt (~~309~~ **310**)

Job Summary

Assists the Collections Supervisor and Assistant Collections Supervisor in planning, directing, and coordinating the work of other subordinate employees. The employee will exercise independent judgment in carrying out assignments.

Solid Waste Driver III is responsible for picking up, transporting and safe disposal of garbage and other waste materials in a timely, scheduled manner. Solid Waste Driver III is responsible for the supervision Solid Waste Technicians, who ride on the back of garbage trucks but will ride on the back of garbage trucks when necessary.

Job Domains

- A. Solid Waste Driver III (Minimum of five (5) years' experience in Driver capacity)
1. Provides for pick up and safe disposal of refuse and waste materials.
 2. Assures that route is completed in a timely, scheduled manner within a 40-hour workweek.
 3. Assists with other routes as needed.
 4. Operates a communications device in truck to receive instructions from dispatcher.
 5. Follows scheduled routes or makes authorized changes to pick up schedule as needed.

6. Transports load to disposal area and assists in dumping truck when route is complete.
7. Will ride on the back of the garbage trucks and dump garbage carts when required to complete routes.

B. Supervision

1. Assists in the supervision of daily work routines of collection crews and laborers.
2. Assists with monitoring work in progress and makes on the spot corrections when necessary.
3. Inspects finished work for compliance with specifications.
4. Assists in planning, organizing, directing, and evaluating work of employees.
5. Makes adjustment in assignments, procedures, and schedules.
6. Enforces safety rules and other accident prevention measures.

Knowledge, Skills, and Abilities

1. Must be proficient in the operation of specialized trucks such as roll off, knuckle boom, and automated self-loader.
2. Must possess a valid, Alabama Commercial Driver's license, Class "B" minimum.
3. Must possess skills to operate a communication device.
4. Verbal skills to effectively communicate with public in a courteous manner.
5. General knowledge of area helpful to aid in locating pickup routes.
6. Writing skills to clearly and neatly complete reports as needed.

Physical Characteristics

1. See well enough to read and write.
2. Hear well enough to respond to verbal communications.
3. Speak well enough to answer questions in a polite, courteous manner.
4. Body movement of mobility to bend, move, stand, and lift.
5. Physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
6. Must be able to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Minimum Qualifications

1. Must possess a valid, Commercial Driver's license, Class "B" minimum and be insurable by County insurance standards.
2. Minimum of five (5) years' experience in Driver capacity.
3. Proficient in the operation of specialized trucks such as roll off, knuckle boom, and automated self-loader.

POSITION DESCRIPTION

Title: Solid Waste Technician

Department: Solid Waste

Job Analysis: Reviewed July 2009, August 2014, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Collection Supervisor, Assistant Collection Supervisor, Landfill Supervisor

Subordinate staff: None

Internal contacts: Solid Waste Drivers, Landfill Operators, Mechanics, Support Staff

External contacts: None

Status: Classified/Non-Exempt (~~304~~ **306**)

Job Summary

Performs routine manual labor which does not require a high degree of skill; may also drive trucks and light tractors while in a training status. In most cases, works under immediate direction of an employee of higher grade or a foreman.

Job Domain

A. Manual Labor

1. Performs related manual labor as required.
2. Mows grass, prunes shrubs, rakes grass and removes trash from county property.
3. Must be capable of operating collection trucks.
4. Must be capable of lifting garbage cans.

B. Equipment Operation and Maintenance

1. May drive or operate any collection truck or vehicle that does not require CDL.
2. May drive pick-ups on light hauls.

Knowledge, Skills and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate information to supervisors and co-workers.
2. Skills to follow verbal instructions.
3. Basic skills in the operation, maintenance and safe use of trucks and light tractors.
4. Knowledge of traffic regulations.
5. *Knowledge of safety rules, including accident causes and prevention.

Physical Characteristics

1. See well enough to operate machinery safely.
2. Hear well enough to hear the backup alarms, radio speakers, etc. (hearing aid acceptable)
3. Use of hands and fingers to perform manual work.
4. Physical dexterity sufficient to operate lever, gears, etc.
5. Body mobility to perform maintenance and operate various types of equipment.

Other Characteristics

1. Willing to work overtime and weekends in emergencies or when required.
2. Willing to comply with the following dress standards: clean, neat attire with appropriate foot and hand gear.
3. Willing to work evening shifts.
4. Willing to go pick up garbage.
5. Ability to follow directions.
6. Willing to assist mechanics as needed.

Minimum Requirements

1. Have a valid driver's license. (Commercial Driver's License required for promotion.)

POSITION DESCRIPTION

Title: Transfer Station Supervisor

Department: Solid Waste

Job Analysis: August 2012, September 2013, **September 2022**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Deputy Development & Environmental Director

Subordinate staff: Operators, Laborers, Inmate Labor

Internal Contacts: Department Managers

External contacts: ADEM Regulators/Inspectors, Alabama Department of Public Health Regulators/Inspectors, Engineers, Private Contractors, General Public

Status: Classified/Non-Exempt (~~313~~ **314**)

Job Summary

This is a management position with direct responsibilities for environmental management, regulatory enforcement, and compliance management. Provide technical and managerial guidance to the Landfill Supervisor.

Job Domains

A. Management

1. Supervise the daily work routines of the Baldwin County Bay Minette Transfer Station.
2. Assist Landfill Supervisor with scheduling of construction and maintenance of Transfer Station tipping floor, grounds, and buildings.
3. Inspects loads received at the Transfer Station and coordinates with Operations Manager to ensure that waste materials are transferred to the correct landfill site in compliance with both Federal and State regulations, codes and permits.
4. Assists and provides the Landfill Supervisor with both technical assistance and direction in all responsible areas.

5. Monitor and maintain the transfer building tipping floor to ensure timely transfer of waste materials into transfer trailers for transport to landfills for waste disposal. Hauls loads of waste material to the landfills and operates heavy equipment as needed.

B. Planning and Coordination

1. Review, analyze and suggest improvements to Landfill Supervisor and to assist in operating more efficiently and effectively.
2. Conduct organizational studies and evaluations to prepare operational and procedure directions.

C. Miscellaneous

1. Maintains continuing education and training necessary to assist development of long and short-range plans for the Bay Minette Transfer Station.
2. Strive to continually improve the good relations with citizens of Baldwin County.

Knowledge, Skills, and Abilities

1. Skills to direct and supervise subordinates and deal with the public in conflict resolution as necessary.
2. Writing and oratorical skills necessary to make reports to the Landfill Supervisor.
3. Knowledge of applicable occupational safety, health, regulatory requirements, codes and permits.
4. Planning and scheduling skills to provide guidance to contractors and other professionals.
5. Ability to conduct meetings over small groups.

Other Characteristics

1. Must work non regular hours when necessary.
2. Willingness to attend meetings and other work activities after normal working hours.

Minimum Qualifications

1. Valid Class "A" Alabama Commercial Driver's license.
2. Three (3) years' experience in supervision and management of others
3. Three (3) years' experience with heavy equipment operation.