

**City of Adak, Alaska**  
P.O. Box 2011  
Adak, Alaska 99546-2011  
Telephone (907) 592-4500  
Fax (907) 592-4262



### **JOB ANNOUNCEMENT**

<b>POSITION:</b>	Landfill/ Utilities	<b>DEPARTMENT:</b>	Public Works
<b>DIVISION:</b>	Public Works	<b>SALARY:</b>	DOE
<b>FLSA:</b>	Non-Exempt	<b>FT/PT/INT:</b>	Negotiable
<b>POSTED ON:</b>		<b>CLOSING DATE:</b>	Until Filled

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#### **SUMMARY:**

The Department is looking for an experienced team player that has a desire to be a part of a progressive Public Works Department working hard to serve the needs of our community.

Under the general direction and supervision, the Lead Landfill Operator assists in the operation and maintenance of the baling facility, landfill, equipment, vehicles, and other solid waste projects

The candidate should also be able to work independently as the situation requires.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 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. Maintains records, and monitors data.
- Assists with all site and facility activities as directed, including, but not limited to, waste screening, removal of prohibited material, weigh system operation, waste disposal, recycling, hazardous waste, special waste, water, leachate, washwater, gas, litter collection, housekeeping/cleaning, snow removal, and groundwork.
- Monitors the central landfill and ensures customer compliance with policies and procedures.
- Effectively answers questions from the public to provide information and resolve complaints.
- Provides disposal instructions, directs material placement, and performs landfill development as required.
- Monitors the disposal of hazards and other special waste in accordance with Federal and State regulations.
- May operate a variety of small and heavy equipment to transport and or keep disposal areas clean and functioning. Perform 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.) Operate a variety of hand and power tools.
- Conducts snow removal operations.
- Conducts site surveying/measurements and completes development data.
- Assist, develop and plan special projects.
- 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.
- Purchases supplies; completes site records and logs; and maintains inventory.

#### **QUALIFICATION REQUIREMENTS:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- •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.
- Must have a valid Alaska driver's license, commercial driver's license (CDL) or ability to obtain a CDL within six months of hire.
- Must successfully pass a pre-employment drug screen

#### **EDUCATION and/or EXPERIENCE:**

- Graduation from high school or possession of a GED; and
- Some experience in water and/or wastewater treatment and processes; or
- Any equivalent combination of experience, education and training which provides the knowledge and abilities necessary to perform the work.

**LANGUAGE SKILLS:**

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

**REASONING ABILITY:**

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

**OTHER SKILLS and ABILITIES:**

Ability to assist in the construction, maintenance and repair of city buildings, structures and related systems and equipment; perform fewer complex tasks independently, follow oral and written directions; ask questions and elicit information; learn operating policies and procedures; comprehend written material, interpret and apply rules and instructions; establish and maintain cooperative relations with those contacted in the course of the work.  
Must have a valid Alaska's driver's license.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb or balance, talk or hear, and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Majority of work performed outdoors in varying weather conditions. Some work indoors in office or shop environment. Outdoor work often performed in inclement weather under physically demanding situations. Non-traditional work hours may be required and are based on the needs of the department.

**FOR MORE INFORMATION OR TO APPLY:**

For more information about the position, please contact the City Manager at (907) 592-4500. An employment application can be downloaded from the city website [www.adak-ak.gov](http://www.adak-ak.gov) or obtained at the City office. Interested candidates must submit at a minimum, a **completed** City of Adak employment application to:

City of Adak, Alaska  
ATTN: City Manager  
P.O. Box 2011  
Adak, Alaska 99546-2011

Completed applications may also be brought to the City office Monday – Friday 9:00 AM – 4:00 PM.