

CITY OF GERING

Job Posting Notice

Job Title:	Director of Environmental Services
Department:	Sanitation
Grade Level:	Grade 25
Posting Period:	April 15, 2019 (Position will remain open until filled)
Application Deadline:	4:30 p.m., Friday May 17 2019, at Gering City Administration Office, 1025 P Street Gering, NE.
Job Description:	Attached

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

Job Applications must be completed in their entirety (“see resume” is not sufficient) as this is the tool that will be used during the initial review in order to select applicants for interview. A resume may and should be completed and submitted with the job application.

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions and other parties to verify the accuracy of the information provided in this application. You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.

Human Resources

DIRECTOR OF ENVIRONMENTAL SERVICES, SANITATION DEPARTMENT

City of Gering, Nebraska: Working management position responsible for operation and maintenance of solid waste collection services, baling facility, and landfill operations. Preferred qualifications include five years of Heavy Equipment Operation & Maintenance; five years' experience with the management of solid waste collection; baling facility and landfill experience. Salary commensurate dependent upon qualifications and experience. Application and job description can be picked up at the City of Gering Administration building or at www.gering.org. Return application in a sealed envelope marked "Director of Environmental Services Applicant" to Tammy Cooley, Director of Human Resources at City of Gering, P O Box 687, Gering, NE 69341. Position will remain open until filled. EOE

POSITION DESCRIPTION

Class Title: **Director of Environmental Services** Grade Number: 25
Department: Sanitation Date: February, 2016
Status: Exempt Safety Sensitive: Yes

GENERAL PURPOSE

Supervise, direct and coordinate the activities of the City of Gering landfill operations, Baling Facility, and City of Gering, City of Scottsbluff and City of Mitchell solid waste collection services to ensure compliance of City solid waste facilities with governmental regulation.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Exercises close supervision over assigned sanitation coordinator and customary supervision over landfill attendant or landfill administrative clerk, heavy equipment operators, solid waste handlers, laborers and service workers.

In cooperation with the Sanitation Coordinator, plans, schedules, coordinates and supervises work of personnel involved in operating the City solid waste facility.

Takes recommendations from the Sanitation Coordinator relative to hiring, promotions, discharge, layoffs or suspensions, disciplinary actions, the adjustment of grievances.

Provides input to the Sanitation Coordinator with respect to employee performance appraisals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the overall enforcement of the requirements of Nebraska Department of Environmental Quality and all local codes and ordinances as they apply to the disposal of solid waste.

Assume management responsibility for all services and activities at the City's landfill facility.

Performs supervisory, construction, and overall compliance work in directing the City of Gering solid waste management program.

Supervises and directs the proper excavation of all dirt, sand, building clay dikes, and clearing from newly acquired and existing facilities land areas for the installation of solid waste operations.

Plans, schedules, coordinates and supervises work of personnel involved in operating the City solid waste facility.

Make recommendations relative to hiring, promotions, discharge, layoffs or suspensions, disciplinary actions, the adjustment of grievances, and employee performance appraisals.

Prepare, recommend and monitor the Sanitation Department's operational and capital budgets. Participate in the development of short- and long-range goals, plans, and construction priorities. Participate in the forecast of funds needed for staffing, equipment, materials and supplies.

Recommend objectives for solid waste operation and sanitation collection, which include disposing of the waste at the landfill and associated fee collection activities; assist in the development of policies and procedures.

Oversee negotiations on contracts for services for other communities / customers.

Write specifications and collect input on specifics of equipment and collect data from dealers.

Provide orientation for new employee; conduct safety training; train personnel in proper handling and disposal of special wastes, landfill/collection operation and running of equipment; provide sessions on safe work practices.

Coordinate solid waste activities with other divisions and departments.

Responsible for setting up the City's recycling program.

Provide oversight in the setting up billing practices and fees for roll-off waste customers including time scheduling and collection of waste.

Manage, direct and organize the collecting and processing of yard waste from the City of Gering and oversee the collection, composting, and screening and disposal of yard waste.

Prepare various reports on operation and activities; respond to regulatory officials, public and City staff inquiries, request and complaints. Provide information regarding solid waste activities, collection procedures and operation as necessary.

Prepare Nebraska Department of Environmental Quality (NDEQ) records on a computerized system including, but not limited to:

- Composting records including turning dates, personnel turning compost and temperature monitoring of wind rows.
- Random load inspections, including personnel performing inspections with a minimum requirement of two (2) per week.
- Special waste permits including placement and copies of analysis with responsibility of signing out for possession and proper disposal.
- Weekly waste placement, records including where solid waste is placed in the landfill, grid, cell, layer and thickness.
- Records of quarterly employee safety meetings and training.
- Records of ground water monitoring, including monthly draw downs on six (6) monitoring wells and all records of quarterly water samples.
- Records of testing the building for methane, carbon dioxide, hydrogen sulfide, and oxygen levels, also including seven (7) perimeter gas monitoring wells.
- Waste reduction file includes disposal of tires, appliances, and waste oil from equipment usage.
- Provide documentation on waste flow and billing practices on a computerized system.

Prepare Air Quality Report calculating landfill volumes for landfill gas annually for the Environmental Protection Agency (EPA).

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or GED equivalent;
- (B) Valid Nebraska Class B Commercial Driver's License with tanker & air brake endorsements, or the ability to obtain one within six months from date of hire;
- (C) 3-5 years managerial experience.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of principles and practices of solid waste disposal, hazardous materials management, and environmental quality management.
- (B) Ability to operate and maintain a variety of heavy machinery and equipment associated with solid waste disposal and collection operations and activities.
- (C) Ability to operate a computer and related software systems.
- (D) Knowledge and ability to survey site for expansion, volume remaining, and new construction.
- (E) Ability to weld, operate cutting torch, work on electrical wiring, have mechanical ability (gas or diesel engines), and ability to fabricate.

SPECIAL REQUIREMENTS

- (A) Must possess, or be able to obtain, a Manager of Landfill Certificate by the Solid Waste Association of North America (SWANA) within 2-5 years from date of hire.
- (B) License and certification by the Nebraska Department of Health as a ground water monitoring supervisor.

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including Sanitation truck, dump truck, utility truck, street sweeper, loader, dozer, scraper, backhoe, manlift, tamper,

plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

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 regularly works in outside, sometimes adverse, weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field setting, and moderately quiet in office settings.

SELECTION GUIDELINES

No vacancy may be filled without the authorization of the City Administrator, who shall specify the selection process or processes to be used. Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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



CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name _____ First _____ Middle _____ Date _____

Street Address (physical and mailing) _____ Home Telephone: _____

City _____ State _____ Zip _____ Cellular Telephone: _____

Have you ever applied for employment with us? _____ Date Available to Begin Work: _____

No Yes If yes, date: _____

Position Desired: _____ Pay Expected: _____

Apart from absence for religious observance, what hours are you available?

- Full-Time Seasonal
 Part-Time Overtime (if requested)

Are you legally eligible for employment in the United States? Yes No

Have you ever been bonded? No Yes

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by a court? No Yes

If yes, please describe in full: _____

Membership in professional and civic organizations (Exclude those that may disclose your race, color, religion, age, or national origin.

Other special training or skills (languages., machine operations, etc.), special accomplishments or awards

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/Technical						
College						
Graduate						

MILITARY Did you serve in the U.S. Armed Forces? Yes No If "Yes", in what Branch? _____

Describe any training received relevant to the position for which you are applying: _____

References we may contact:

Name _____ Years known _____ Telephone _____ Business _____

Name _____ Years known _____ Telephone _____ Business _____

Name _____ Years known _____ Telephone _____ Business _____

EMPLOYMENT Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do Not Contact: Employer: _____
Reason: _____

Please read and understand this statement before signing your application:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

Signature

Date

Please return to City of Gering Administration Offices, 1025 P Street, Gering, NE 69341

Fax: 308-436-6899