



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SANITATION FOREMAN**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

This is a highly confidential position which requires decision making. Plans and administers guidelines and procedures for operation of a landfill/citizen collection station.

EXAMPLES OF WORK PERFORMED

Responsible for the day-to-day operations of the landfill/citizen collection station including maintenance

Manages permanent records associated with the landfill/citizen collection station

Plans and coordinates future service needs including personnel, equipment and facilities

Coordinates and implements operations procedures

Must be knowledgeable of Texas Natural Resource and Conservation Commission regulations governing operations of landfills and citizen collection stations

Inventories and accounts for landfill/collection station keys, equipment and supplies

Regular attendance is a must

Ability to work well with others

EXPERIENCE AND EDUCATION

Associate's Degree

Seven (7) years of any equivalent combination of experience and training which provides the required knowledge skills and abilities

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of inventory control processes and systems

Ability to read and explain applicable laws and regulations

Ability to give work assignments and to supervise the work of others

Good organizational skills

Ability to understand oral and written directions

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.

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

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others

- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations