



Effective: October 10, 2024
FLSA: Non-Exempt

LANDFILL TECHNICIAN I/II

DEFINITION

This is a full-time, non-exempt position that is responsible for the daily operations of the Cummings Road Landfill. This position is responsible for ensuring long term plans are met to maintain the landfill gas (LFG) extraction system and leachate field at the closed landfill, prevent groundwater and stormwater contamination and air pollution, perform vegetation management, collect stormwater and leachate samples for laboratory analysis and ensure compliance with local, state and federal regulatory requirements.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from assigned supervisory personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Landfill Technician I: This is the entry-level class in the landfill technician series that performs the full range of duties required to ensure the gas and leachate systems are maintained in a safe and effective working condition, collecting and recording data in the field and performing vegetation maintenance. Responsibilities include inspecting, operating & maintaining LFG wells and leachate pumps to ensure both systems are operating properly. Additional responsibilities include extensive vegetation maintenance and collecting water samples for laboratory analysis. Positions at this level working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the assignments.

Landfill Technician II: This is the journey-level class in the landfill technician series that performs the full range of duties required to ensure that LFG and leachate systems are maintained in a safe and effective working condition and in compliance with operating procedures. Responsibilities include complex heavy equipment operation including excavators and tractors in addition to performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. Positions at this level are distinguished from the I by the operation of more complex heavy equipment. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the assignments.

Positions in the Landfill Technician class series are flexibly staffed and positions at the higher level are normally filled by advancement from the lower level after gaining the knowledge, skill, and experience which meet the qualifications, after demonstrating the ability to perform the full range of work of the higher-level class, and meeting performance standards.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Landfill Technician I

- Assist with analyzing and maintaining LFG and leachate systems in accordance with established plans
- Maintains ongoing records of inspections, monitoring, and maintenance activities.
- Conducts inspections, documents findings, and monitoring to ensure compliance with standard operating procedures and regulatory standards.
- Responsible for maintaining and monitoring the performance of the leachate and LFG extraction systems and the landfill cover system.
- Services pneumatic pumps and wells and the PVC and HDPE piping used in the LFG and leachate extraction systems
- Advise the Landfill Supervisor of all conditions that might impact operations
- Assist Landfill Supervisor in the analysis of the field data collected to tune the LFG and leachate collection systems for optimum efficiency and regulatory standards
- Fabricate repairs and install modifications to the LFG and leachate systems as needed
- Performs vegetation management and general maintenance of equipment.
- Utilize Microsoft 365 suite including Word, Excel and Outlook on Authority provided hardware.

Landfill Technician II

In addition to above:

- Responsible for analyzing and maintaining LFG and leachate systems in accordance with established plans
- Operates and maintains heavy equipment related to facilities such as an excavator, backhoe, and tractor.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions, which may include conducting safety meetings.
- Provides administrative and staff assistance to supervisor including purchasing, shipping, coordinating transportation, form completion and other necessary paperwork, and compilation of data for special projects.
- Interface with regulatory agencies, inspectors and visitors as required or directed.
- Leads projects that require advanced level of understanding of LFG and leachate systems.
- Prepares periodic reports for overseeing agencies as directed.

QUALIFICATIONS

Knowledge and Abilities:

- Operation, maintenance, and adjustments of the landfill gas collection system (flare and well field) and leachate collection and storage system
- Hazards and requirements associated with leachate, landfill gas, and confined spaces.
- Proper use and the limitations of heavy equipment (such as backhoe, mini excavator, & tractor).
- Topographic maps and engineered drawings
- Techniques for working with people to secure cooperation
- Safe working practices
- Operate specialized equipment related to assigned work.
- High degree of aptitude in analytical problem solving.
- Stormwater Pollution Prevention Practices and implementation of BMP's

Skill in:

- Safely and effectively use and operate hand tools, mechanical equipment, and power tools and equipment required for the work.
- Prepare and maintain accurate logs and records associated with landfill monitoring activities.
- Operating a pickup, dump trailer, water trailer, small tractor and small power tools
- Operating a computer and using Microsoft software products
- Operating well monitoring equipment.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Listening and communicating in a tactful manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Able to perform work outdoors under various climatic conditions.

EXPERIENCE AND EDUCATION

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th).

And;

Landfill Technician I: Two (2) years of experience performing facility operations and maintenance and equipment operation activities in a landfill, or similarly regulated facility.

Landfill Technician II: Four (4) years of experience performing facility operations and maintenance and experience with complex heavy equipment operation activities in a landfill, or similarly regulated facility; or Two years college or trade school with emphasis on construction/engineering, environmental sciences or natural resources management.

SPECIAL QUALIFICATIONS AND/OR LICENSES

Landfill Technician I:

- Possession of a valid California class C driver's license with satisfactory driving record acceptable for insurability within six (6) months of hire.
- Must pass confined space, fall protection & lock out tag out training within three (3) months of hire.
- Possession of an eight (8) hour HAZWOPER certification within six months.

Landfill Technician II:

In addition to above.

- Must pass excavator, backhoe and tractor proficiency testing prior to advancement.

PHYSICAL DEMANDS & ENVIRONMENTAL CONDITIONS

- Work is year-round with exposure to all the elements for extended periods of time
- Strength, stamina, and mobility to perform medium to heavy physical work
- Strong situational awareness skills and senses
- Frequently traversing uneven terrain in steep and wet hillsides for up to 2 miles
- Climb and descend tall ladders.
- Hiking overgrown forest trails
- Driving quads on logging roads over water bars
- Operating heavy equipment in a forested setting
- Extensive landscaping and clearing of brush with hand tools, weed eaters, riding mowers and tractors
- Extracting pumps from groundwater wells for maintenance
- Extensive erosion control activities that include digging and trenching with hand tools.
- Regularly required to stoop, kneel, bend, crouch and lift up to 50 pounds
- Vision to read printed materials and inspect materials; and hearing and speech to communicate in person and over the telephone or radio.
- Finger dexterity is needed to operate above-mentioned tools and equipment.
- Potential exposure to road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

HUMBOLDT WASTE MANAGEMENT AUTHORITY
1059 W. HAWTHORNE STREET
EUREKA, CA 95501
(707) 268-8680
www.hwma.net



EMPLOYMENT APPLICATION FOR: _____

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT but is merely intended to evaluate suitability for employment. It is our policy to provide equal opportunity for employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under State or Federal law. For certain jobs with special needs, the Authority has a policy of requiring a physician's physical fitness exam, together with urine drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment for a job requiring the examination and testing, it is recommended that you not submit an application.

PERSONAL INFORMATION				
1. Name (Last, First Middle)		2. Driver's License (State & Number)		
3. Address (street address)		4. Home Telephone Number	5. Alternate Phone Number	
(City, State, Zip)		6. E-mail address		
7. Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying? <i>If no, list any functions you cannot perform under Item 17.</i>	Yes No	12. How many days of work have you missed in the last three years due to reasons other than paid holidays and vacation?	2024 _____ 2025 _____ 2026 _____	
8. If hired, can you furnish proof that you are over 18 years of age?	Yes No	13A. Do you have adequate transportation to/from work?	Yes No	
9. Have you previously worked for Humboldt Waste Management Authority? <i>If yes, in Item 17 list department, position and dates of employment.</i>	Yes No	13B. Do you have a valid Driver's License?		
10. Do you have any gaps in your employment history? <i>If yes, explain in Item 17 below.</i>	Yes No			
11. Have you ever been discharged or forced to resign from any job? <i>If yes, explain in Item 17 below.</i>	Yes No			
14. Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (proof of citizenship or immigration status will be required upon employment)		Yes	No	
NOTE: Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pretrial or post trial diversion programs, and marijuana-related offenses that occurred over two years ago in answering these questions.				
15. Use this space to explain any of the above questions. Attach additional 8 ½" by 11" sheets if needed.				
EDUCATION				
School Level	Names and Location of School Attended	Graduated		Major Subject/Degree Received
		Yes	No	
High School				
College				
Other				

REFERENCES

Provide the names of three persons, not related to you, whom you have known at least one year.

Name	Address	Telephone #	Years Acquainted

PLEASE CHECK whether there is any issue(s)/incident(s) which occurred during your current or former employment that you think may impact HWMA's decision to hire you.

Yes. There is an issue(s)/incident(s) that may impact HWMA's hiring decision.

No. There is no issue(s)/incident(s) that may impact HWMA's hiring decision.

PLEASE TAKE NOTICE that if you do not disclose an issue/incident, and HWMA later discovers you did not disclose such issue, the HWMA MAY REJECT YOUR APPLICATION if the employer believes that the issue/incident should have been disclosed.

Please explain any issue below:

APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I UNDERSTAND THAT HWMA MAY REJECT MY APPLICATION IF IT DISCOVERS AN ISSUE(S)/INCIDENT(S) WHICH OCCURRED DURING MY CURRENT OR FORMER EMPLOYMENT, AND I DID NOT DISCLOSE SUCH ON THIS JOB APPLICATION. I ALSO UNDERSTAND THAT ANY FALSE, INCOMPLETE, OR INCORRECT STATEMENTS MAY RESULT IN MY DISQUALIFICATION FROM THE APPLICATION PROCESS OR DISMISSAL FROM EMPLOYMENT WITH HWMA.

I UNDERSTAND AND ACKNOWLEDGE THAT, IF HIRED, MY EMPLOYMENT RELATIONSHIP WITH HWMA WOULD BE OF AN "AT-WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND HWMA MAY DISCHARGE THE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THAT THIS "AT-WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR CONDUCT UNLESS AN AUTHORIZED EXECUTIVE OF HWMA SPECIFICALLY ACKNOWLEDGES SUCH CHANGE IN WRITING.

Please submit application packet in person at 1059 W. Hawthorne St or send via email to aheacock@hwma.net

Signature of Applicant (required):

Date: