

**Class Code: 4035**  
**Effective: 2/2/2021**

## **COMPOST FACILITY FOREMAN**

### **PURPOSE AND NATURE OF WORK**

Position is responsible for participation in and leading work at a municipal yard waste composting facility. Objective is efficient conversion of biodegradable yard waste materials to useable compost through grinding, containment and natural decomposition.

Incumbent reports to the Recycling Supervisor and has lead worker responsibility for Compost Facility Operators.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Assigns, schedules and participates in all operations of the Compost Facility which include checking in delivery vehicles, estimating and recording volume of materials delivered, redirecting drivers with unacceptable materials, calculating and collecting tickets and fees. Keeps records, loads limbs into and operates tub grinder, operates front-end loader to move material, including to make windrows, operates windrow turner, monitors temperature and moisture in processed material. Maintain surface soil grades for facilitating proper drainage. Manages the movement of materials through the Compost Facility, including the bagged material. Oversees all labor to remove lawn bags from incoming loads. Assigns, schedules, keeps records and participates in routine cleaning and maintenance of heavy machinery.

Performs related work as required.

### **NECESSARY KNOWLEDGES ABILITIES, AND SKILLS**

Thorough knowledge of operational procedures, guidelines and fees of the Compost Facility.

Thorough knowledge of the operation, maintenance and safety procedures involved with tub grinder, a front-end loader and a windrow turner.

Ability to make, turn and move large windrows using a front-end loader or a windrow turner.

Ability to safely operate a tub grinder.

Ability to make basic arithmetic computations.

Ability to give clear instructions to operators and drivers.

Ability to establish and maintain effective working relationships with employees and general public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Completion of High School and experience with a front-end loader, tub grinder, a windrow turner and compost facility operation, or a related heavy equipment including some lead worker experience; or an equivalent combination of training and experience.