



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Crew Leader
DEPARTMENT.....:	Solid, Hazardous, and Recycling Waste
DIVISION.....:	Solid Waste
CLASSIFICATION/GRADE.....:	Crew Leader/107
REVISED.....:	01/2022
REPORTS TO.....:	Operations Supervisor
REVIEWED.....:	01/2022
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

In the absence of the Operations Supervisor, directs and/or supervises the daily operation of the Division's Facilities. As with all positions within the department, response at any time may be required to assist with workload or in any emergencies that may arise. Responsible for the daily operations of all off site activities that include but not limited to transfer station, closed landfill, and customer service.

BASIC FUNCTIONS:

1. Any and all functions which may be deemed necessary to contribute to a smooth, efficient, and high-quality operation of the Transfer Station, Closed Landfill, and Customer Service.
2. Works under the direction of the Operation Supervisor to ensure that sufficient personnel, equipment, and materials are on hand, at all times, for the proper function of the Terrebonne Parish Solid Waste Transfer Station, Closed Landfill, and Customer Service.
3. When needed, assists with the operations of the landfill duties under the direction of the Operations Supervisor
4. Ensure that personnel and equipment are properly assigned to do work required.
5. Ensure that all personnel are properly instructed in their assigned task and/or operation of their equipment and sound safety practices are adhered to.
6. Have a good working knowledge of Transfer Station equipment and facility operations.
7. Be able to operate excavators, front-end loaders, dump trucks, grapple trucks, and any other equipment required to perform job functions.
8. Processes repetitive documents or transactions in accordance with established procedures.
9. Train and/or assist new employees.
10. Assist with monthly safety meetings and safety reports.
11. Assist in checking material content of vehicles entering the facility for disposal purposes to ensure that only authorized material is accepted.
12. Performs other duties as assigned or deemed necessary by supervisor.

OTHER REQUIREMENTS:

1. Must be capable of operating all Terrebonne Parish Transfer Station equipment.
2. Employee may be required to work rotating shifts and on weekends. Must be willing to work extra hours during normal week and/or weekends and holidays.
3. Works in plant and field environment, in which there is frequent exposure to noise, heat, dust, and odorous conditions.
4. Must be capable of communicating effectively verbally and in writing.

5. Must be capable of filling computer-based reports including but not limited to TPCG accident and worker's comp reports.
6. Must have appropriate Driver's License.

EDUCATION/EXPERIENCE:

1. Possess a high school diploma or equivalency certificate.
2. Must have a minimum of two years of appropriate and responsible experience in the field of solid waste management or related field.
3. Must have basic computer knowledge.