



GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO
Governor of Guam

JOSHUA F. TENORIO
Lt. Governor of Guam

IRVIN L. SLIKE
General Manager



NEWS RELEASE

GUAM SOLID WASTE AUTHORITY CREATION OF POSITIONS

The Guam Solid Waste Authority (GSWA) petitions the GSWA Board of Directors to create the following positions (Classified):

LANDFILL MANAGER (GSWA) LANDFILL SUPERINTENDENT (GSWA)

This petition is in compliance with Public Law 34-58 and 4GCA §6303 (d) which authorizes the creation of positions in Autonomous Agencies and Public Corporation. The petition is also required by 4 GCA. § 6205 and § 6303 as public documents for the purposes of 5 GCA, Ch. 10, Art. 1 (Sunshine Law).

For more information, please visit GSWA's website at www.gswa.guam.gov/jobs.html or contact GSWA Administrative Office at 671-646-3111.

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PETITION CREATION OF POSITIONS

I. REQUEST:

The Guam Solid Waste Authority (GSWA) petitions the GSWA Board of Directors to create the following positions in the classified service pursuant to 4GCA §6303(d) Creation of positions in the Autonomous Agencies and Public Corporations:

- **Landfill Manager**
- **Landfill Superintendent**

II. AUTHORITY:

Public Law 34-58 (Amended 10 GCA Ch.51A - GSWA Statute), *Section 1(e) A new position shall include justification, an analysis of similarities and/or differences between the position to be created and positions listed pursuant to 4 GCA §4101.1, the position description, the proposed pay range and demonstration of compliance with 4 GCA §6301, a fiscal note as that term is described in 2 GCA §9101 et seq., and any other pertinent information.*

(1) A new position shall include justification:

A. *The justification for the new positions;*

Since the opening of the Layon Landfill in 2011, all landfill operations have been performed under contract by private operators. However, GSWA is now transitioning to bring landfill operations in-house.

This shift necessitates the creation of key operational positions to ensure GSWA can effectively manage, maintain, and operate the landfill in compliance with all environmental, safety, and regulatory standards. Establishing the Landfill Manager and Landfill Superintendent positions will provide the leadership, technical oversight, and supervisory capacity needed to oversee daily landfill activities, coordinate personnel and equipment, manage compliance with environmental requirements, and maintain operational efficiency.

B. *An analysis of similarities and/or differences between the position to be created and positions listed pursuant to 4 GCA §4101.1;*

The positions above are new for GSWA. These positions provide GSWA with the ability to hire in-house staff to operate Layon Landfill.



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C. *The Position descriptions;*

See attached.

D. *The proposed pay ranges and demonstration of compliance with 4 GCA §6301 of this title;*

See below.

E. *A fiscal note as that term is described in 2 GCA §9101 et seq.; and any other pertinent information.*

GSWA certifies that this position is budgeted and that funding is available for the creation, filing, and retention of the newly created position. The funding of this position does not have an impact on the General Fund.

(2) The General Manager of the Authority and the Director of the Department of Administration shall post the position on their respective websites for ten (10) working days. After the posting the head shall forward the petition along with evidence of compliance with Title 5 GCA §6303.1(a), to the governing board or commission who, if they approve the same shall approve the petition by resolution and file the petition and resolution for records with the Director of Department of Administration and the Legislative Secretary.

(3) No new positions may be filled until after the compliance with the provision of this Section and thirty (30) days has elapsed from the date of filing with the Legislative Secretary.

III. METHODOLOGY:

The "benchmark" classification methodology was followed in the development of the Landfill Manager and Landfill Superintendent positions. A comprehensive review was conducted of the proposed position descriptions, GSWA's organizational structure, staffing pattern, and comparable position standards.

To ensure appropriate alignment with industry practice, comparable classifications from GSWA's current landfill operations contractor and other municipal and regional solid waste agencies in the United States and Canada were reviewed.



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To determine the pay grade of each position, an evaluation was conducted using the Hay Guide Chart-Profile Method. The Hay points were determined based on the factors of *Know-How, Problem Solving, & Accountability*.

IV. Classification Review

A. Landfill Manager

Illustrative Examples of Work: This position is responsible for managing all daily aspects of the landfill facility, including fill operations, facility and equipment, and ensuring compliance with all applicable environmental, safety, and regulatory standards. Work involves planning, directing, and coordinating personnel, equipment, and resources to maintain efficient, safe, and environmentally sound landfill operations. The employee exercises independent judgment under general direction and supervises technical, operational, and administrative staff engaged in landfill activities.

Minimum Knowledge, Abilities, & Skills: The minimum knowledge, abilities, and skills reflect the work characteristics necessary to effectively manage landfill operations and ensure compliance with environmental and safety regulations. The position requires a solid understanding of the principles and practices of landfill operation and maintenance, the ability to interpret and apply environmental laws and operational standards, maintain accurate records and reports, communicate clearly, and work effectively with employees, contractors, government officials, and the public.

Minimum Experience & Training: The quantity and quality of training and experience take into consideration the minimum knowledge, abilities, and skills required to effectively manage landfill operations. The position requires a combination of education and progressively responsible experience sufficient to ensure competency in overseeing landfill activities, supervising personnel, and maintaining compliance with environmental and safety regulations.

Hay Evaluation: The staff evaluated the position of Landfill Manager to assess the pay grade. The Know-How, Problem Solving, and Accountability points of the job are as follows:

| KH | PS | ACCT | Profile | TP | PG |
|------------|---------------|-----------|---------|-----|----|
| E II 3 304 | E 3 (38%) 115 | E 3 C 132 | +1 | 551 | P |

The Landfill Manager is responsible for planning, directing, and coordinating the daily operations and maintenance of the landfill facility to ensure compliance with all applicable environmental, safety, and regulatory requirements. The position exercises considerable independent judgment and supervision over operational, technical, and administrative personnel.

The Know How is placed at an E which is characterized as a professional, which means the level of knowledge requires a broad practical understanding of landfill operations, environmental regulations, and safety requirements. The managerial skill component is



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II, indicating responsibility for multiple related functions such as waste placement, equipment utilization, environmental compliance, site maintenance, and contractor performance. The human relations skill is 3, requiring frequent interaction with employees, contractors, regulators, and the public, using persuasion and leadership to achieve operational objectives.

For Problem Solving, the evaluation is E or broadly defined with the thinking challenge as a 3 for adaptive challenges. The position requires interpretation and application of policies, regulations, and procedures to resolve various operational issues, equipment breakdowns, and compliance concerns, exercising considerable judgment within established guidelines.

For Accountability, the freedom to act is an E or generally directed because the incumbent operates within policy and regulatory parameters but exercises discretion in managing operations, personnel, and resources to meet performance goals. The area of impact is 3 (medium), as the position directly influences operational efficiency, safety, and compliance of the landfill. The nature of impact is shared, as results are achieved collaboratively with GSWA management and technical staff.

The position's profile is +1 which means that the job's accountability exceeds problem-solving responsibilities. This aligns with the position's operational management nature and confirms that the evaluation emphasizes execution and performance accountability. The evaluation resulted in the total hay points of 551 which is at Pay Grade P under the GSWA Pay Plan (GSWAPP).

B. Landfill Superintendent

Illustrative Examples of Work: Supervises and participates in daily landfill operations, including waste placement, equipment use, safety enforcement, and staff coordination to ensure efficient and compliant facility performance.

Minimum Knowledge, Abilities, & Skills: The minimum knowledge, abilities, and skills reflect the practical understanding of landfill operations, heavy equipment use, safety procedures, and supervisory practices necessary to ensure safe, efficient, and compliant daily landfill activities.

Minimum Experience & Training: The quantity and quality of training and experience reflect the progressive responsibility required to effectively supervise landfill operations.

Hay Evaluation: The staff evaluated the position of Landfill Superintendent to assess the pay grade. The Know-How, Problem Solving, and Accountability points of the job are as follows:

| KH | PS | ACCT | Profile | TP | PG |
|-----------|--------------|----------|---------|-----|----|
| D I 3 200 | D 3 (33%) 66 | D 2 C 76 | +1 | 342 | M |



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The job entails supervising and participating in daily landfill operations, including waste placement, equipment use, safety enforcement, and staff coordination to ensure efficient and compliant facility performance.

The KH is placed at a D which is characterized as General/Process/Procedural, reflecting the position's practical understanding of landfill operations, heavy equipment use, and safety procedures. The role requires a solid understanding of work methods and operational processes, combined with supervisory ability to ensure crews follow established procedures and standards under general direction. The managerial skill is I which means task-focused - involving direct supervision of landfill crews performing similar or closely related operational tasks. The position oversees daily work assignments, checks for proper execution of procedures, monitors crew performance, and ensures tasks are completed safely and correctly. The position's human relation skill is at a 3 or change behavior. The job requires frequent interaction with operators, laborers, maintenance staff, and occasionally contractors or visitors. The Superintendent must instruct, guide, motivate, and correct employees in the performance of their duties, ensure adherence to safety and environmental standards, and communicate operational needs clearly.

For Problem Solving, the evaluation is D or standardized. This position operates within established landfill operating procedures, safety standards, and environmental regulations. The thinking challenge is a 3 or variable because the position involves identifying issues, analyzing operational conditions, and applying the best solutions among known procedures to keep operations running safely and efficiently.

For Accountability, the freedom to act is a D or generally regulated, guided by established operational procedures, safety standards, and environmental regulations, but has discretion in directing crews, adjusting work assignments, responding to operational issues, and taking corrective actions as conditions change throughout the day. The area of impact is 2 or small as the position affects daily landfill operations, safety and equipment performance within a defined section, but overall program accountability rests with the Landfill Manager. Lastly, the nature of impact is C or contributory because Superintendent's decisions contribute to the achievement of operational and compliance outcomes, but final authority and broader organizational responsibility rest with higher-level management.

The position's profile is +1 which means that the job's accountability exceeds Problem Solving, reflecting the position's operational responsibility for executing landfill activities and achieving daily performance objectives under established procedures. The evaluation resulted in the total hay points of 342 which is at Pay Grade M under the GSWA Pay Plan (GSWAPP).

V. RECOMMENDATION:

1. To approve the creation of the following positions in the classified service.
 - **Landfill Manager**
 - **Landfill Superintendent**



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2. To adopt proposed minimum and maximum range of compensation for GSWA in accordance with the Strategic Pay Methodology as follows:

| Positions | Hay Points | Grade | Min | Max |
|-------------------------|------------|-------|----------|-----------|
| Landfill Manager | 551 | P | \$67,696 | \$119,315 |
| Landfill Superintendent | 342 | M | \$49,731 | \$87,650 |

Alicia Fejeran
GSWA Chief of Administration

Irvin L. Slike
GSWA General Manager

Kathrine B. Kakigi
GSWA Controller

LANDFILL MANAGER

NATURE OF WORK

Performs a wide range of advanced technical and managerial duties involving the planning, coordination, and oversight of landfill operations to ensure compliance with all applicable environmental, safety, and regulatory requirements. Work involves directing and supervising personnel engaged in the daily operation and maintenance of landfill facilities, ensuring efficient use of equipment and resources, and maintaining compliance with Guam Environmental Protection Agency (GEPA), U.S. Environmental Protection Agency (USEPA), and other applicable regulations.

ILLUSTRATIVE EXAMPLES OF WORK (*Any one position may not include all the duties listed, nor do the examples cover all the duties in which may be performed*)

To perform this job successfully, an individual must be able to perform each duty satisfactorily.

Plans, organizes, assigns, directs, and reviews the work of employees engaged in the operation and maintenance of the landfill facility;

Oversee the operation and maintenance of facilities to meet all applicable regulatory requirements and in accordance with design criteria. Assists in developing and implementing techniques and methods of process which increase landfill efficiency;

Works to resolve equipment and operation problems;

Oversees and inspects the work of others contracted to work on landfill components;

Prepares daily, monthly, quarterly, and annual reports;

Coordinates the preventive maintenance program of the landfill; Coordinates with maintenance personnel to ensure continuous operation of compactors, dozers, pumps, and other critical assets;

Develops and implements training programs to ensure competency in landfill operations, maintenance, and safety procedures;

Assists in developing and managing the landfill's annual budget, monitoring expenditures, and forecasting equipment and staffing needs;

Responds to emergency or abnormal facility situations outside normal work hours, such as equipment breakdowns, fire, or weather-related incidents. Coordinates corrective actions to restore normal operations;

Assists in the implementation of the safety program, detect hazards and correct problems to ensure a safe working environment; Ensures safety and regulatory compliance of all employees, contractors, and visitors.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of principles and practices of solid waste landfill operation, maintenance, and environmental.

Knowledge of operation and maintenance of heavy equipment such as compactors, dozers, loaders and excavators.

Knowledge of methods and techniques used in the operation and maintenance of landfill facilities.

Knowledge of management principles involved in strategic planning, resource allocation and coordination of people and resources.

Knowledge of applicable federal, state, and local environmental laws and safety regulations.

Ability to administer the programs and activities of the solid waste landfill operation.

Ability to identify measures or indicators of system performance and the actions needed to improve efficiency or correct performance, relative to the goals of the system.

Ability to interpret and apply environmental regulations and operational standards.

Ability to ensure the accuracy and completeness of records and prepare reports.

Ability to communicate clearly and efficiently, both orally and in writing.

Ability to establish and maintain effective working relationships with employees, contractors, government officials, and the public.

MINIMUM EXPERIENCE AND TRAINING

- A. Three (3) years of progressively responsible experience in the operation or supervision of a municipal solid waste landfill, Wastewater Treatment Plant, Water Treatment Plant or Environmental Remediation facility and graduation from a recognized college or university with a Bachelor's degree in Environmental Science, Civil or Environmental Engineering or related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS

- A. Must possess a valid Guam Driver's License.

ESTABLISHED:

| | | |
|------------------|------------------|---------|
| Pay Grade/Plan | P (GSWAPP) | |
| | | |
| Hay Evaluation: | Evaluation Code: | Points: |
| Know How | E II 3 | 304 |
| Problem Solving: | E 3 (38%) | 115 |

| | | |
|----------------------|-------|------------|
| Accountability: | E 3 C | 132 |
| Total Points: | | 551 |



IRVIN L. SLIKE, General Manager
Guam Solid Waste Authority

DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS

WHO SHOULD COMPLETE THE QUESTIONNAIRE?

- (1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.
- (2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.
- (3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.
- (4) The direct supervisor completes the questionnaire for vacant positions.
- (5) Section IX is completed by the Human Resources Office.

I. JOB IDENTIFICATION:

- Position Title: Show the official (payroll) title only.
- Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.
- Job Location: Show the exact location of the position within the organization.
- Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

II. JOB DESCRIPTION:

ESSENTIAL FUNCTIONS: These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

- (1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.
- (2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.
- (3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

NONESSENTIAL FUNCTIONS: Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

III. MINIMUM QUALIFICATION REQUIREMENTS:

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

Experience – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

Education – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.

DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

| | | | |
|---------------------------------|-----------------------------|-------------------------------|----------------------------|
| Official Position Title: | Landfill Manager | Official Position No.: | |
| Job Location: | Guam Solid Waste Authority | Landfill (Layon) | |
| | (Department/Agency) | (Division) | (Section/Unit) |
| Name: | | | |
| | Last | First | Middle Initial |
| Pay Grade: | P [✓] Classified | [] Unclassified | [] Position Vacant |
| Supervisor: | General Manager | | |
| | (Name of Direct Supervisor) | Title of Supervisor | |

II. DESCRIPTION OF DUTIES

| | |
|--------------------------------------|--|
| Duty No. or % of Time | <p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: [] (1), [x] (2), [] (3)</p> |
| 20 | Plans, organizes, assigns, directs, and reviews the work of employees engaged in the operation and maintenance of the landfill facility |
| 15 | Oversee the operation and maintenance of facilities to meet all applicable regulatory requirements and in accordance with design criteria. Assists in developing and implementing techniques and methods of process which increase landfill efficiency |
| 10 | Works to resolve equipment and operation problems |
| 5 | Oversees and inspects the work of others contracted to work on landfill components |
| 15 | Prepares daily, monthly, quarterly, and annual reports |
| 15 | Coordinates the preventive maintenance program of the landfill; Coordinates with maintenance personnel to ensure continuous operation of compactors, dozers, pumps, and other critical assets. |
| 5 | Develops and implements training programs to ensure competency in landfill operations, maintenance, and safety procedures. |
| 10 | Assists in developing and managing the landfill's annual budget, monitoring expenditures, and forecasting equipment and staffing needs. |
| 3 | Responds to emergency or abnormal facility situations outside normal work hours, such as equipment breakdowns, fire, or weather-related incidents. Coordinates corrective actions to restore normal operations. |
| 2 | Assists in the implementation of the safety program, detect hazards and correct problems to ensure a safe working environment; Ensures safety and regulatory compliance of all employees, contractors, and visitors |
| | |
| | |
| | NON-ESSENTIAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned. |
| | Conduct tours of the landfill/facility for the public. |
| | Attend GSWA Board meetings, Government of Guam meetings, or other interagency sessions as assigned. |

III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department/agency. Mark [✓] one box:

- ☐ None
 ☐ Up to 15% of total working hours
☐ 5 - 50% of total working hours
 ☒ Over 50%

B. Outside your department/agency. Mark [✓] one box:

- ☐ None
 ☐ Up to 15% of total working hours
☒ 5 - 50% of total working hours
 ☐ Over 50%

IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor?
Mark (✓) one correct response.

| | |
|---|---|
| | Detailed and specific instructions / procedures received or followed for each assignment. |
| | General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion. |
| | Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.) |
| ✓ | General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.) |

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

| Number Supervised | Position Title | Description of Responsibilities |
|-------------------|------------------------------|---|
| 1 | Landfill Superintendent | Assists in managing daily landfill operations |
| 1 | Equipment Operator Leader II | Leads and coordinates the work of Equipment Operators; ensures proper operation and maintenance of heavy equipment used in the landfill |
| 3 | Sanitation Workers | Perform manual labor in support of landfill operations |
| 5 | Equipment Operator II | Operate heavy equipment such as compactors, dozers, excavators, and dump trucks |
| 1 | Administrative Assistant | Provides administrative support, including recordkeeping, data entry, purchase requests, report preparation, and coordination of communications for landfill operations |

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

| Tools / Equipment | Percent (%) of Time for Each |
|------------------------------------|------------------------------|
| Computer, Printer, Scanner, Copier | 45 |
| Pick up truck | 40 |
| Survey Equipment | 10 |
| Landfill Gas Detection Equipment | 5 |

VII. JOB REQUIREMENTS

☒ Mark ☒ here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

1. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. WORK EXPERIENCE: List the general, specialized and/or supervisory/management work experience needed and how much (in months and/or years). If none, mark ☒ "No work experience required."

☐ No work experience is required.

General: Three (3) years of progressively responsible experience in the operation or supervision of a Municipal Solid Waste (MSW) landfill, Wastewater Treatment Plant, Water Treatment Plant, or Environmental Remediation facility and graduation from a recognized college or university with a Bachelor's degree in Environmental Science, Civil or Environmental Engineering or related field.

Specialized:

Supervisor/Management: Three (3) years of progressively responsible experience in the operation or supervision of a Municipal Solid Waste (MSW) landfill, Wastewater Treatment Plant, Water Treatment Plant, or Environmental Remediation facility

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

2. FORMAL EDUCATION OR TRAINING: Mark ☒ the most applicable education level required.

- a. ☐ Below High School – Show Number of Years
- b. ☐ High School Graduation / GED
- c. ☐ Vocational / Technical School

Show specific training that is required by this position:

- d. ☐ Some college

Show number of ☐ Semester Hours or ☐ Quarter Hours.

Show specific courses required by the essential functions of this job.

- e. College Degree (Show major area of study required.)

- ☐ Associate's:
- ☒ Bachelor's:
- ☐ Master's:
- ☐ Beyond Master's:

3. CRITICAL SKILLS / EXPERTISE:

- 4. LICENSE, REGISTRATION OR CERTIFICATION:** List possession of required license, professional registration/ certification needed to perform essential functions.
Guam Driver's License.
SWANA Manager of Landfill Operations Certification and Certification in Erosion and Sediment Control Training (both of which can be obtained during employment)

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS

1. Mark [✓] the most appropriate physical requirement(s) for the job.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Sitting | The job requires the employee to sit in a comfortable position most of the time. The employee can move about. |
| <input type="checkbox"/> Sitting | Employee is required to sit for extended periods or time without being able to leave the work area. |
| <input checked="" type="checkbox"/> Sitting/Standing/Walking | The employee is required to sit, stand, walk most of the time. |
| <input checked="" type="checkbox"/> Climbing | Employee is required to climb ladders or scaffolding or to climb and work in overhead areas. |
| <input type="checkbox"/> Lifting | Employee is required to raise or lower objects from one level to another regularly. |
| <input checked="" type="checkbox"/> Pulling and/or Pushing | The job requires exerting force up to 100 pounds on a regular basis to move the object to or away from the employee. |
| <input type="checkbox"/> Carrying | The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s). |
| <input checked="" type="checkbox"/> Reaching | The employee is regularly required to use the hands and arms to reach for objects. |
| <input type="checkbox"/> Stooping and Crouching | The employee is regularly required to bend forward by bending at the waist or by bending legs and spine. |
| <input type="checkbox"/> Crawling | Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees. |
| <input checked="" type="checkbox"/> Speaking | The job requires expressing ideas by the spoken word. |
| <input checked="" type="checkbox"/> Listening | The job requires the perception of speech or the nature of sounds in the air. |
| <input type="checkbox"/> Other | Describe the requirement. |

2. Mark [✓] the most appropriate mental / visual requirement for the job.

- | |
|---|
| <input checked="" type="checkbox"/> General Intelligence (typical requirement for machine operators, office staff, etc.) |
| <input checked="" type="checkbox"/> Motor Coordination Skills (typical for automotive mechanic, painter, etc.) |
| <input type="checkbox"/> Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.) |
| <input checked="" type="checkbox"/> Verbal Intelligence (typical for counselors, customer service representatives, etc.) |
| <input checked="" type="checkbox"/> Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.) |
| <input type="checkbox"/> Other |

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent. (Select one response only)

- | | | |
|----|---|---|
| 80 | % | Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.) |
| 10 | % | Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.) |
| 10 | % | Outdoors but in an enclosed vehicle protected from extreme weather conditions. |

4. Other physical working conditions.

Show what percent of a typical workday this position is exposed to:

☐ Mark ☒ if none of the following is applicable.

80 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

% Vibration (i.e., operating jackhammer, impact wrench).

% Noise (Exposure at a level enough to cause hearing loss or fatigue).

% An improperly illuminated or awkward and confining work space.

Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

% Lifting or carrying items or objects. Describe item/object and weight:

10 % Heat. Describe source and degree of high temperature.

% Cold. Describe source and degree of cold temperature:

10 % Other hazards. Describe:
Landfill gas odor and explosive

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

☐ Mark ☒ if not applicable.

CONDITION

FREQUENCY OF EXPOSURE

Potential explosive conditions

2%

C. Work Schedule / Hours – Mark ☒ the most appropriate work schedule / hours for the job.

☒ Regular – Standard Eight (8) hours daily, Monday – Friday

☐ Irregular – Shift work – A 24-hour work operation.

☐ Regular/Irregular – Overtime hours with overtime pay entitlement

☒ Regular / Irregular – Overtime hours without overtime pay entitlement.

The information given on this position is complete and correct.

Employee Signature

Date

VIII. SUPERVISOR'S REVIEW

IMPORTANT: This block to be filled out only by the Direct Supervisor.

| a. | (1) Has the employee correctly stated his or her official payroll position title? [] Yes [] No | | | | | | |
|-------|--|------|-------|-------|-------|-------|-------|
| | (2) If not, what is the correct title? _____ | | | | | | |
| b. | (1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [] Yes [] No | | | | | | |
| | (2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____ | | | | | | |
| c. | What positions under your supervision perform the same essential functions Give name and title: <table border="0"><thead><tr><th>Name</th><th>Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table> | Name | Title | _____ | _____ | _____ | _____ |
| Name | Title | | | | | | |
| _____ | _____ | | | | | | |
| _____ | _____ | | | | | | |
| d. | Does this position require (mark one) [] Immediate supervision on a regular basis, [x] Immediate supervision only for new/complex tasks, or [] Little immediate supervision. | | | | | | |
| e. | Does the employee participate in (mark those appropriate) the [x] Formulation, [] Interpretation, and/or [x] Application of Agency/Department policy. Give examples: Formulates and applies landfill-specific operational policies and standard operating procedures consistent with GSWA goals and regulatory requirements. Ensures proper application of safety rules, personnel regulations, environmental compliance standards, and management directives in daily landfill operations. | | | | | | |
| f. | The employee (mark one) [] Performs routine, well-defined tasks, [] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [x] Performs complex tasks requiring extensive knowledge of Agency's/Department's work. | | | | | | |

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

Signature of Immediate Supervisor

11/25/25

Date

Signature of Department/Agency Head

11/25/25

Date

IX. Human Resources Office Review:

Date: _____

Reviewed by: _____
Position Title Name

Classification Correct: ☐ Yes ☐ No

If not, corrective action taken: (Attach copy of review made)

Approved by: _____
Human Resources Manager Date

LANDFILL SUPERINTENDENT

NATURE OF WORK

Supervises and coordinates daily landfill operations to ensure safe, efficient, and compliant waste disposal. Work involves directing landfill crews engaged in waste placement, cover application, equipment operation, and site maintenance in accordance with approved operational and environmental standards.

ILLUSTRATIVE EXAMPLES OF WORK (*Any one position may not include all the duties listed, nor do the examples cover all the duties in which may be performed*)

To perform this job successfully, an individual must be able to perform each duty satisfactorily.

Leads and supervises daily landfill activities, including waste placement, cover application, and equipment operation. Ensures that crews follow approved procedures for compaction, grading, and traffic control on the active face;

Directly supervises Landfill Operators, Laborers, and other assigned personnel. Assigns daily tasks, monitors performance, ensures adherence to safety and operational procedures, and reports workforce needs or issues to the Landfill Manager;

Operates and oversees the use of heavy equipment such as compactors, dozers, and excavators. Monitors equipment condition, coordinates with maintenance staff for service or repair, and ensures the preventive maintenance program is followed;

Supervises and participates in the maintenance of landfill roads, drainage systems, scales, and support facilities. Ensures the site is maintained in accordance with environmental and safety standards;

Detects and corrects hazards to ensure a safe working environment. Enforces all GSWA safety policies and environmental regulations for employees, contractors, and visitors;

Assists the Landfill Manager in preparing daily logs, tonnage reports, equipment usage, and other operational documentation required for monthly and quarterly reporting;

Initiates requests for the purchase of tools, materials, equipment, and services;

Responds to emergencies or abnormal facility conditions, such as fires, equipment breakdowns, or severe weather;

May act in the absence of the Landfill Manager to ensure continuity of landfill operations and decision-making.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the standard principles, practices, methods, techniques and tools used in the operation and maintenance of landfill operations.

Knowledge of safe operating procedures and maintenance of heavy equipment such as compactors, dozers, loaders and excavators.

Ability to supervise the work of others.

Ability to administer the programs and activities of the Solid Waste Landfill and make work decisions in accordance with appropriate program guidelines.

Ability to interpret and apply operational procedures, safety regulations, and environmental requirements.

Ability to prepare and maintain accurate daily logs, reports, and records.

Ability to communicate clearly and efficiently, both orally and in writing.

Ability to establish and maintain effective working relationships with employees, contractors, government officials, and the public.

MINIMUM EXPERIENCE AND TRAINING

- A. Four (4) years of progressively responsible experience in the operation of a municipal solid waste landfill, including two (2) years in a supervisory capacity; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS

- A. Must possess a valid Guam Driver's License

ESTABLISHED:

| Pay Grade/Plan | M (GSWAPP) | |
|------------------|------------------|---------|
| | | |
| Hay Evaluation: | Evaluation Code: | Points: |
| Know How | D I 3 | 200 |
| Problem Solving: | D 3 (33%) | 66 |
| Accountability: | D 2 C | 76 |
| Total Points: | | 342 |



IRVIN L. SLIKE, General Manager
Guam Solid Waste Authority

DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS

WHO SHOULD COMPLETE THE QUESTIONNAIRE?

- (1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.
- (2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.
- (3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.
- (4) The direct supervisor completes the questionnaire for vacant positions.
- (5) Section IX is completed by the Human Resources Office.

I. JOB IDENTIFICATION:

- Position Title: Show the official (payroll) title only.
- Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.
- Job Location: Show the exact location of the position within the organization.
- Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

II. JOB DESCRIPTION:

ESSENTIAL FUNCTIONS: These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

- (1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.
- (2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.
- (3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

NONESSENTIAL FUNCTIONS: Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

III. MINIMUM QUALIFICATION REQUIREMENTS:

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

Experience – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

Education – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.

DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

| | | | |
|---------------------------------|---|---------------------------------------|--|
| Official Position Title: | Landfill Superintendent | Official Position No.: | |
| Job Location: | Guam Solid Waste Authority | Landfill (Layon) | |
| | (Department/Agency) | (Division) | (Section/Unit) |
| Name: | VACANT | | |
| | Last | First | Middle Initial |
| Pay Grade: | <u>M</u> <input checked="" type="checkbox"/> Classified | <input type="checkbox"/> Unclassified | <input type="checkbox"/> Position Vacant |
| Supervisor: | Landfill Manager | | |
| | (Name of Direct Supervisor) | Title of Supervisor | |

II. DESCRIPTION OF DUTIES

| Duty No. or % of Time | ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below. (1) The daily work assignments, beginning with the first duty and ending with the last duty for the day. (2) Percentage of time and show % for each (total % equals 100%). (3) Order of importance, beginning with the most important. Mark (✓ or X) one format only: <input type="checkbox"/> (1), <input checked="" type="checkbox"/> (2), <input type="checkbox"/> (3) |
|-----------------------------|---|
| 40 | Leads and supervises daily landfill activities, including waste placement, cover application, and equipment operation. Ensures that crews follow approved procedures for compaction, grading, and traffic control on the active face. |
| 20 | Directly supervises Landfill Operators, Laborers, and other assigned personnel. Assigns daily tasks, monitors performance, ensures adherence to safety and operational procedures, and reports workforce needs or issues to the Landfill Manager. |
| 5 | Operates and oversees the use of heavy equipment such as compactors, dozers, and excavators. Monitors equipment condition, coordinates with maintenance staff for service or repair, and ensures the preventive maintenance program is followed. |
| 10 | Supervises and participates in the maintenance of landfill roads, drainage systems, scales, and support facilities. Ensures the site is maintained in accordance with environmental and safety standards. |
| 10 | Detects and corrects hazards to ensure a safe working environment. Enforces all GSWA safety policies and environmental regulations for employees, contractors, and visitors. |
| 5 | Assists the Landfill Manager in preparing daily logs, tonnage reports, equipment usage, and other operational documentation required for monthly and quarterly reporting. |
| 5 | Initiates requests for the purchase of tools, materials, equipment, and services |
| 5 | Responds to emergencies or abnormal facility conditions, such as fires, equipment breakdowns, or severe weather. |
| | NON-ESSENTIAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned. |
| | May act in the absence of the Landfill Manager to ensure continuity of landfill operations and decision-making. |
| | |
| | |
| | |
| | |

III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department/agency. Mark [✓] one box:

- ☐ None
 ☐ Up to 15% of total working hours
☐ 5 - 50% of total working hours
 ☒ Over 50%

B. Outside your department/agency. Mark [✓] one box:

- ☐ None
 ☐ Up to 15% of total working hours
☒ 5 - 50% of total working hours
 ☐ Over 50%

IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor?
Mark (✓) one correct response.

| | |
|---|---|
| | Detailed and specific instructions / procedures received or followed for each assignment. |
| | General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion. |
| ✓ | Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.) |
| | General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.) |

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

| Number Supervised | Position Title | Description of Responsibilities |
|-------------------|------------------------------|---|
| 1 | Equipment Operator Leader II | Leads and coordinates the work of Equipment Operators; ensures proper operation and maintenance of heavy equipment used in the landfill |
| 3 | Sanitation Workers | Perform manual labor in support of landfill operations |
| 5 | Equipment Operator II | Operate heavy equipment such as compactors, dozers, excavators, and dump trucks |
| 1 | Administrative Assistant | Provides administrative support, including recordkeeping, data entry, purchase requests, report preparation, and coordination of communications for landfill operations |

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

| Tools / Equipment | Percent (%) of Time for Each |
|------------------------|------------------------------|
| Computer, Radio, Phone | 80 |

| | |
|--|----|
| Truck | 10 |
| Landfill Gas Monitor, Survey Equipment | 5 |
| Dozers, Compactors, Excavators | 5 |

VII. JOB REQUIREMENTS

☒ Mark ☒ here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

1. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. WORK EXPERIENCE: List the general, specialized and/or supervisory/management work experience needed and how much (in months and/or years). If none, mark ☒ **"No work experience required."**

☐ No work experience is required.

General: Four (4) years of progressively responsible experience in the operation of a municipal solid waste landfill, including two (2) years in a supervisory capacity

Specialized:

Supervisor/Management: at least two (2) years in a lead or supervisory capacity

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

2. FORMAL EDUCATION OR TRAINING: Mark ☒ the most applicable education level required.

- a. ☐ Below High School – Show Number of Years
- b. ☒ High School Graduation / GED
- c. ☐ Vocational / Technical School

Show specific training that is required by this position:

- d. ☐ Some college

Show number of ☐ Semester Hours or ☐ Quarter Hours.

Show specific courses required by the essential functions of this job.

- e. College Degree (Show major area of study required.)

- ☐ Associate's:
- ☐ Bachelor's:
- ☐ Master's:
- ☐ Beyond Master's:

3. CRITICAL SKILLS / EXPERTISE:

4. LICENSE, REGISTRATION OR CERTIFICATION: List possession of required license, professional registration/ certification needed to perform essential functions.
Guam Driver's License

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS**1. Mark [✓] the most appropriate physical requirement(s) for the job.**

- | | |
|--|--|
| <input type="checkbox"/> Sitting | The job requires the employee to sit in a comfortable position most of the time. The employee can move about. |
| <input type="checkbox"/> Sitting | Employee is required to sit for extended periods or time without being able to leave the work area. |
| <input checked="" type="checkbox"/> Sitting/Standing/Walking | The employee is required to sit, stand, walk most of the time. |
| <input checked="" type="checkbox"/> Climbing | Employee is required to climb ladders or scaffolding or to climb and work in overhead areas. |
| <input type="checkbox"/> Lifting | Employee is required to raise or lower objects from one level to another regularly. |
| <input checked="" type="checkbox"/> Pulling and/or Pushing | The job requires exerting force up to 100 pounds on a regular basis to move the object to or away from the employee. |
| <input type="checkbox"/> Carrying | The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s). |
| <input checked="" type="checkbox"/> Reaching | The employee is regularly required to use the hands and arms to reach for objects. |
| <input type="checkbox"/> Stooping and Crouching | The employee is regularly required to bend forward by bending at the waist or by bending legs and spine. |
| <input type="checkbox"/> Crawling | Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees. |
| <input checked="" type="checkbox"/> Speaking | The job requires expressing ideas by the spoken word. |
| <input checked="" type="checkbox"/> Listening | The job requires the perception of speech or the nature of sounds in the air. |
| <input type="checkbox"/> Other | Describe the requirement. |

2. Mark [✓] the most appropriate mental / visual requirement for the job.

- | |
|--|
| <input checked="" type="checkbox"/> General Intelligence (typical requirement for machine operators, office staff, etc.) |
| <input checked="" type="checkbox"/> Motor Coordination Skills (typical for automotive mechanic, painter, etc.) |
| <input checked="" type="checkbox"/> Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.) |
| <input checked="" type="checkbox"/> Verbal Intelligence (typical for counselors, customer service representatives, etc.) |
| <input type="checkbox"/> Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.) |
| <input type="checkbox"/> Other |

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent. (Select one response only)

- | | | |
|----|---|---|
| 10 | % | Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.) |
| 30 | % | Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.) |
| 60 | % | Outdoors but in an enclosed vehicle protected from extreme weather conditions. |

4. Other physical working conditions.

Show what percent of a typical workday this position is exposed to:

[] Mark [✓] if none of the following is applicable.

60 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

% Vibration (i.e., operating jackhammer, impact wrench).

10 % Noise (Exposure at a level enough to cause hearing loss or fatigue).

% An improperly illuminated or awkward and confining work space.

Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

% Lifting or carrying items or objects. Describe item/object and weight:

25 % Heat. Describe source and degree of high temperature.

% Cold. Describe source and degree of cold temperature:

% Other hazards. Describe:

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

[] Mark [✓] if not applicable.

CONDITION

FREQUENCY OF EXPOSURE

Potentially explosive conditions

5%

C. Work Schedule / Hours – Mark [✓] the most appropriate work schedule / hours for the job.

[] Regular – Standard Eight (8) hours daily, Monday – Friday

[] Irregular – Shift work – A 24-hour work operation.

[] Regular/Irregular – Overtime hours with overtime pay entitlement

[✓] Regular / Irregular – Overtime hours without overtime pay entitlement.

The information given on this position is complete and correct.

Employee Signature

Date

VIII. SUPERVISOR'S REVIEW

IMPORTANT: This block to be filled out only by the Direct Supervisor.

| a. | (1) Has the employee correctly stated his or her official payroll position title? [] Yes [] No | | | | | | |
|-------|--|------|-------|-------|-------|-------|-------|
| | (2) If not, what is the correct title? _____ | | | | | | |
| b. | (1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [] Yes [] No | | | | | | |
| | (2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____ | | | | | | |
| c. | What positions under your supervision perform the same essential functions Give name and title: <table border="0"><thead><tr><th>Name</th><th>Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table> | Name | Title | _____ | _____ | _____ | _____ |
| Name | Title | | | | | | |
| _____ | _____ | | | | | | |
| _____ | _____ | | | | | | |
| d. | Does this position require (mark one) [] Immediate supervision on a regular basis, [x] Immediate supervision only for new/complex tasks, or [] Little immediate supervision. | | | | | | |
| e. | Does the employee participate in (mark those appropriate) the [x] Formulation, [] Interpretation, and/or [x] Application of Agency/Department policy. Give examples: Assist in formulation and enforces landfill-specific operational policies and standard operating procedures consistent with GSWA goals and regulatory requirements. Ensures proper application of safety rules, personnel regulations, environmental compliance standards, and management directives in daily landfill operations. | | | | | | |
| f. | The employee (mark one) [] Performs routine, well-defined tasks, [x] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [] Performs complex tasks requiring extensive knowledge of Agency's/Department's work. | | | | | | |

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

Signature of Immediate Supervisor

11/25/25

Date

Signature of Department/Agency Head

11/25/25

Date

IX. Human Resources Office Review:

Date: _____

Reviewed by: _____
Position Title Name

Classification Correct: ☐ Yes ☐ No

If not, corrective action taken: (Attach copy of review made)

Approved by: _____
Human Resources Manager Date