

LANDFILL OPERATIONS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The Landfill Operations Manager has responsibility to plan coordinate, oversee and direct the activities and operation of the county landfill. The work is performed under the general supervision of the Director of Solid Waste Management or the Deputy for Solid Waste Engineering Services. Direct supervision is exercised over the Sanitary Landfill Supervisor; however general supervision is exercised over all personnel at the County landfill. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, coordinates and directs the activities and operation of the county landfill;
Administers and enforces the licensure and registration procedures for the use of the County landfill;
Assigns, schedules and supervises the work and performance of subordinates;
Enforces established safety rules and regulations;
Monitors and provides supervision of leachate operations, ground water monitoring, leachate collection, and other related work;
Oversees and coordinates the work of those involved in the construction and maintenance of landfill projects;
Monitors payments and billing procedures; prepares bid specifications; reviews bids and makes recommendations to the Director of Solid Waste Management;
Prepares and maintains a variety of administrative records and reports, including annual reports, a landfill calendar, activity records and progress reports;
Responds to inquiries, requests from individuals, vendors or public/private haulers using the landfill regarding landfill use or recycling.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of local policies and procedures governing the use of the County landfill;
Thorough knowledge of ground water monitoring, sampling and testing as related to sanitary landfill operations;
Good knowledge of the principles and practices of Public Works Administration;
Good knowledge of safety precautions required and the hazards involved in the operation of heavy motor equipment;
Ability to organize, plan, coordinate and direct landfill projects and activities;
Ability to analyze landfill operations and techniques for effectiveness;

Ability to supervise and direct subordinate personnel;
Ability to understand and interpret complex written material;
Ability to communicate effectively both orally and in writing;
Ability to prepare written material of a complex and technical nature;
Ability to establish cooperative relationships with engineers, contractors, vendors, the general public and municipal business officials;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a recognized college or university with a Bachelor's Degree in civil/environmental engineering or a related field and four years of experience in solid waste management, two years of which is to be supervisory; or
- B) A high school diploma and eight years experience in solid waste management, two years of which is to be supervisory; or
- C) Any equivalent combination of training and experience.

SPECIAL REQUIREMENTS:

Candidate must have Landfill Operator Certification or be able to obtain same within 12 months of employment.