



WASHINGTON COUNTY

LANDFILL SUPERVISOR

Revision Date: April 5, 2018

CLASS SUMMARY:

Manages the County's landfill operations to include supervising staff, monitoring equipment operations, preparing budgets and coordinating equipment purchases. Oversees solid waste operations including landfill construction and demolition waste processing/recycling, landfill leachate treatment, and environmental/regulatory permits. Also responsible for meeting environmental compliance requirements for State and Federal permits at solid waste facilities and to meet strategic objectives set by the local Board of County Commissioners as it relates to solid waste operations and sustainability.

SPECIAL REQUIREMENTS:

Valid commercial driver's license (CDL) preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compare, differentiate, and sort data and/or information according to prescribed schema or plan.

Human Interaction: Requires the ability to provide guidance, assistance, and /or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, drive and control a variety of hand and power tools and construction equipment.

Verbal Aptitude: Requires the ability to reference data and information such as safety procedures, instructions, equipment manuals, policies, etc.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise some latitude independent judgement to adopt or modify methods and standards to meet situations.

Situational Reasoning: Requires the ability to exercise the judgement, decisiveness and creativity required in situations involving a variety of generally pre-defined duties.

ADA COMPLIANCE

Physical Ability: Must be physically able to operate a motor vehicle, and a variety of machinery and equipment, including bull dozers, dump trucks, loaders, tractors, lawn mowers, weed eaters, shovels, hoes, hand tools, etc. Must be able to exert up to 75 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are for Medium Work.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate depths. Some tasks require visual perception and discrimination. Some tasks require the ability to perceive and discriminate odors.

Environmental Factors: Tasks may risk exposure to traffic hazards, machinery, weather extremes, dust, fumes, dirt, and vibrations.

ESSENTIAL DUTIES AND TASKS:

- i Supervises one or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- i Manages the environmental programs related to air, solid waste, and hazardous waste emissions permit conditions and regulations.
- i Plans and implements landfill operations which includes supervising equipment use; monitoring compliance with applicable environmental regulations; inspecting waste; and overseeing road building and construction projects.
- i Monitors heavy equipment maintenance by maintaining records on all equipment and arranging for necessary repairs.
- i Prepares monthly report of landfill operations.
- i Coordinates equipment purchases to include preparing bid specifications; receiving and reviewing quotes; and contracting for purchases.
- i Prepares the landfill's annual budget and monitors ongoing expenditures and related financial transactions.
- i Maintains certification as required by law by attending periodic seminars and educational programs.
- i Assists with bid preparation and solicitation activities.
- i Performs other duties of a similar nature or level.
- i Performs work during emergency/disaster situations.
- i May be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, and travel.

KNOWLEDGE AND SKILLS:

Knowledge of solid waste management and recycling techniques; principles of landfill management; OSHA regulations; accounting and budgetary principles and techniques; county personnel policies and procedures; basic mechanical principles; state and federal recycling and solid waste disposal regulations; and heavy equipment operation and maintenance.

Skilled in operating heavy equipment; performing basic diesel equipment maintenance; maintaining records; preparing and making presentations; preparing written reports; preparing budgets; preparing bid specifications; using a computer and related software applications; supervising and evaluating employees; general office procedures; and communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE:

Associate's Degree in Environmental Science, Business Administration, or related field and five (5) years of progressively responsible supervisory and related solid waste disposal and heavy equipment operation experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

PERFORMANCE INDICATORS

The work performance of personnel of Washington County is routinely evaluated according to the performance criteria outlines herein:

Knowledge of Work: Has general knowledge of the standard methods, materials, tools and equipment employed in landfill operations. Has general knowledge of the regulations, standards, policies and procedures of solid waste management and landfill operations, to include knowledge of prohibited disposal practices. Has general knowledge of safety practices applicable to landfill operations. Is skilled in the use of hand and power tools and equipment used in the construction and maintenance trades. Is able to follow safety procedures applicable to assigned duties. Is able to operate equipment safely. Has some knowledge of Department policies, standards and procedures. Is able to inspect loads of debris and refuse to determine appropriate disposal; is able to maintain and perform light repair on equipment and tools. Is able to follow instructions. Is able to perform medium physical work. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in performing duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains quality communication and interaction with intra- and interdepartmental personnel, and any external entities with which position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in a manner to produce a quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completion of assigned functions. Completes assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides sufficient notice to upper management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Exhibits an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates appropriate and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identification of alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advisement where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.

Cooperation: Accepts supervisory and managerial instruction and direction, and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of

results or consequences is justified, i.e., poor communications, variance with established policies and procedures, etc.. Offers suggestions and recommendations to encourage and improve cooperation both intra- and interdepartmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships both intra- and interdepartmentally, and with external entities with whom position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards, to include regulatory entities. Ensures such standards are not violated.

Washington County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Washington County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.