

DESCRIPTION OF WORK

Under general supervision by the Director of Public Works, supervises and performs work in operation of the sanitary landfill; activities include the landfill and recycling center.

DUTIES-EXAMPLES OF WORK**ESSENTIAL DUTIES:**

Plans, directs and coordinates activities at the landfill; takes steps to assure that landfill is operated in accordance with laws and regulations of the Department of Environmental Quality and Environment Protection Agency; designs and directs operation of the landfill to provide access for garbage, construction and demolition materials, compost and other materials; designs and implements new and current programs; plans excavations for proper receiving of refuse in cells; plans operations to achieve most efficient use of space and meets requirements of the landfill permit; assures that the landfill has proper and adequate equipment and tools; maintains records of hours worked and initiates payroll; prepares reports of materials received and handled; arranges for disposal areas for types of refuse; examines some loads to identify the recyclable and other materials for purposes of proper disposal; screens, interviews and recommends job applicants; trains and disciplines personnel; assigns tools to employees; oversees the recycling program; troubleshoots baler and equipment to identify repair needs; responds to inquiries and complaints of the public and customers; assists in preparing budget requests and administers the adopted budget; approves and routes claims for payment; operates equipment such as front end loader, bulldozer, scraper and baler.

OTHER DUTIES: Attends seminars to assist in keeping current with landfill standards and regulations; covers shifts for absent personnel; performs related duties.

QUALIFICATIONS

Thorough knowledge of the laws, regulations and principles of operation of a sanitary landfill.

Knowledge of the proper operation and care of heavy equipment.

Working knowledge of the operation and care of computers and applicable programs.

Ability to effectively supervise others.

Ability to carry out mathematical procedures with accuracy.

Ability to solve practical problems and deal with a variety of them.

Ability to establish and maintain effective working relationships with customers, officials, the public and representatives of other agencies.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform moderate/heavy physical work and to lift and carry up to 75 pounds;

Ability to stand, walk, run, sit, ride, climb, bend, kneel, crawl, twist, reach, grasp, push, pull and perform similar body movements;

Possesses hand/eye/foot coordination adequate to write, operate equipment, use a computer and operate a vehicle;

Ability to talk and hear in person, by telephone and two-way radio; ability to hear malfunctions of equipment;

Ability to see and read instructions, manuals, regulations and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school supplemented with training in operation of a sanitary landfill and five years of experience in operating a landfill, including two years in a lead capacity.

SPECIAL REQUIREMENTS: Certification by DEQ as a landfill operator and a landfill manager; possession of a Class B CDL; SWANA Certification is desirable.