



<p><b>POSITION DESCRIPTION</b></p> <p><b>Landfill Supervisor</b></p> <p><b>FLSA Status: Exempt</b>  <b>EEO Code: Professional</b>  <b>Salary Grade/Band:</b></p>	<p><b>10 June 2015</b></p> <p><b>Reports to: Duchesne County Roads Manager</b>  <b>Revised: _____</b>  <b>Human Resources Initials: _____</b></p>
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**POSITION PROFILE**

Performs a variety of managerial, supervisory and administrative duties related to planning, organizing, directing, and coordinating the engineering, construction, operation and maintenance of the county landfill facilities. Assures compliance with various federal and state agency regulations related to hazardous waste, environmental impact, land management, and overall landfill operations.

- GOALS**
- To ensure work performance, effective time management practices, and attention to detail.
  - To maintain a safe and clean environment.
  - To adhere to best safety practices and comply with OSHA and other local and federal mandates.

- ESSENTIAL FUNCTIONS**
- Manages the ongoing operations of the county landfill program; oversees and participates in the planning, designing, engineering, construction and maintenance; assures operational compliance with federal codes and regulations (CERCLA, RCRA, FIFRA, NEPA, Subtitle "D" etc.) and state regulations governing hazardous waste, drainage and ground water protection systems; coordinates and assists state inspection personnel as needed to evaluate county operation.
  - Develops and implements standard operating policies and procedures and patron rules and regulations; establishes fees and directs fee collection practices; receives and processes public complaints; determines effective solutions; enforces policies and procedures as needed.
  - Serves as liaison to the public and various local and state agencies as needed to establish and maintain effective public relations and develop cooperative solutions to common problems and goals; develops action plans for communication, advocacy and defense of administrative policy.
  - Directs and coordinates departmental risk management program in cooperation with county and contract advisors and legal staff; assures proper insurance coverage's for equipment and staff; assures proper coverage for liability, errors and omissions.
  - Collects and organizes data utilized in development of department budget; prepares proposals and recommendations for operating budget; sets up budget accounts and monitors departmental expenditures to assure compliance with budget limitations and goals; administers county budget and directs procedures to assure compliance with established fiscal guidelines; cooperates with auditor in the performance of annual internal audit; reviews billings for accuracy and completeness; assures all equipment purchases, requisitions, supplies and materials conform to county needs and goals.

- Recruits, hires, disciplines, and dismisses department employees; delegates or assigns personnel to maintain scheduled operations; oversees the training and certification of personnel; oversees safety program.
- Operates computer as needed to access county property database information; locates property improvement information as needed to determine changes in service areas and demands upon the solid waste collection service and landfill utilization; makes long-term projections based upon growth and system history.

### **EDUCATION AND EXPERIENCE**

- High school diploma or equivalent;
- Two (2) years of specialized training related to environmental technologies, hazardous waste, landfill management, general administration and other essential aspects of the position provided through professionally sponsored workshops, seminars, college or vocational studies or in-service;
- Equivalent combination of education and experience.

### **LICENSES AND CERTIFICATIONS**

- Must be able to successfully pass a criminal background investigation.

### **SKILLS/ABILITIES**

- Considerable knowledge of engineering specifications and methods of constructing landfill sites and drainage systems; principles and techniques of supervision; budget development and control programs; safety standards related to equipment operation and maintenance; federal and state regulations related to hazardous waste and environmental protection; land resource management.
- Working knowledge of general accounting principles and practices; mathematics.
- Ability to communicate effectively verbally and in writing; ability to plan, organize, and direct the operations of a county; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately;
- Develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

### **PERFORMANCE MEASUREMENTS**

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

### **LANGUAGE SKILLS**

- Ability to give and follow detailed oral and written instructions.
- Communicates in person and by cell or two-way radio.

### **REASONING ABILITY**

- Ability to take direction and prioritize work assignments.
- Ability to follow proper methods, procedures and safety precautions.
- Ability to work independently as needed to support the group effort.

### **PHYSICAL REQUIREMENTS**

- Majority of work is performed outdoors with exposure to extremes of heat and cold temperatures and inclement weather. Subject to the hazards associated with road work sites and working with/around vehicles and tools. Work environment can be very loud.
- Regularly operates heavy/light trucks, heavy equipment, and hand/power/pneumatic tools.
- Frequently lifts and/or moves objects weighing up to 100 pounds such as tools, equipment, supplies, etc.
- Must be able to access all levels of a construction site/building/structure, traverse uneven terrain, climb a ladder, and enter and exit from vehicles.
- Manually operates all department vehicles, tools, and equipment.

### **HAZARDS**

- Occasional exposure to unpleasant environmental conditions and/or hazards.
- Daily exposure to extreme temperature, wetness and/or humidity, respiratory hazards, noise and vibration, and physical hazards
- Frequent exposure to fire, mechanical and road hazards. Occasional exposure to chemical hazards, electrical hazards, and physical danger or abuse.
- Rare exposure to explosives.
- Seatbelt, safety glasses, gloves, hard hat, dust masks, and reflective vest may be required.

### **ADA STATEMENT**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

**DISCLAIMER:** The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.