

# **POSITION CLASSIFICATION DESCRIPTION**

## **LANDFILL MANAGER (DIRECTOR OF SOLID WASTE AND RECYCLING)**

### **GENERAL SUMMARY**

Under the general supervision of the County Administrator and County Commissioners, supervises the compaction/baling and landfill operations for the county. Position supervises Operations Chief (Foreman), Lead Operator (Assistant Foreman), Office Manager/Landfill Attendants, Equipment Operators, and all other personnel required for other programs related to integrated solid waste operations for the county.

### **ESSENTIAL FUNCTIONS**

- Manage county's solid waste operations including: compacting, baling, landfill, composting, construction/demolition debris, and recycling;
- Prepare and manage budget for entire operation, evaluating costs of operations and system efficiency;
- Provide technical and professional direction for operations, including compliance with local, state and federal laws and regulations (e.g.: monitoring, operations, construction);
- Develop and prepare planning, permitting documents, rate and operational studies, detailed writing of specifications and other technical documents;
- Advise policy makers on solid waste issues and assists in development of draft ordinances and county policy on solid waste issues;
- Monitor procedures, maintenance, purchase, and specification of equipment required for facility operations;
- Manage landfill employees including hiring, firing, evaluation, actions, training, and safety;
- Develop facility personnel procedures and policies in accordance with established county policies;
- Collect, compile and analyze data and statistics on the various areas of the solid waste program;
- Respond and resolve citizen inquiries and complaints as pertain to the landfill operations;
- Investigate accidents related to facility operations, preparing all related documentation and handling liaison coordination for the county as pertains to the facility with other agencies;
- Coordinate projects and programs with other county departments and other governmental agencies;
- Operate landfill equipment including dozer, scraper, loaders, maintainers, pickup, etc.; and,
- Perform related duties as required.

### **ENVIRONMENTAL AND PHYSICAL FACTORS**

- May be exposed to varying weather conditions; noise levels, construction environment, disease, potentially hazardous or toxic waste, especially dust and odors, or related items that may be in municipal solid waste.
- Work conditions are typically in an industrial warehouse and/or construction type setting and may include sitting, standing, walking, climbing, bending, lifting of weights (usually not over 50 pounds), carrying, pushing, pulling or otherwise moving objects (up to 40 pounds of force, and other related activities.
- Requires grasping, standing, sitting, walking, repetitive motions, listening and hearing ability and visual acuity.

### **MINIMUM QUALIFICATION REQUIREMENTS**

- Bachelor's degree in Civil Engineering, or related field or Business Administration or related field or three (3) years of progressively responsible experience in the solid waste industry or any

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combination of education, training, and experience which provides the knowledge, skills and abilities required for the job.

- Good knowledge of procedures, techniques, materials, tools, safety procedures, monitoring procedures, regulatory and legal documentation pertaining to compacting, baling and landfill operations.
- Ability to read manuals, charts, diagnostic equipment and accurately complete reports.
- Must possess basic computer skills in a Microsoft™ windows environment to include data entry and ten key operations as software to be utilized includes spreadsheets, word processing, presentation, and database. Ability to develop database and excel spreadsheet programs is a benefit but not required.
- Certified landfill operator under the Solid Waste Association of North America or equivalent within one (1) year of hire (unless certification already held). Other certifications recommended to obtain within five (5) years of hire date (but not required): Transfer Station Operations, Compost Operations, Construction and Demolition Debris Operations.
- Must obtain and maintain First Aid and Cardio Pulmonary Resuscitation (CPR) certifications.
- Possess valid driver's license.

### **MANDATORY PROGRAM PARTICIPATION**

- This position requires participation in the county drug and alcohol testing program.
- This position requires use of safety and personal protective equipment.
- This position requires a baseline auditory test and annual inspection.

### **USE OF THIS JOB DESCRIPTION**

***THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.***

Nothing in this position description restricts Montezuma County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or other reasons deemed appropriate by the County.

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_