

ASSISTANT LANDFILL SUPERVISOR

288-E

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Landfill Supervisor in supervising and administering the daily operation of the County Solid Waste Management Facilities. The incumbent assists in supervising skilled and semi-skilled workers engaged in all aspects of solid waste and recyclables. Work is performed under general direction of the Landfill Supervisor and the Facilities Superintendent.

TYPICAL WORK ACTIVITIES:

Assists in the supervision of the operation of:

The County Landfill, including placement and covering of solid waste and assuring only authorized waste is buried, minimum cover requirements are met, proper grades are maintained and loose papers are controlled;

The borrow pit, to assure proper grading and drainage and haul road construction and maintenance;

The transfer stations, to assure the efficiency of operation, cleanliness of facility, and proper cash control and records maintenance;

The recycling facility, to assure product is properly sorted and transported to vendors on a timely basis;

The landfill scalehouse, to assure proper cash control and records management;

The truck and container fleet, coordinating the movement of solid waste from transfer station to landfill to recycle vendor;

Assists in the supervision of Landfill and Transfer Station personnel;

Instructs subordinates in the proper and safe operation of equipment, correct landfilling procedures, scalehouse and transfer station operations, proper sorting of recyclables;

Helps prepare a monthly work schedule based on a seven day work week insuring work assignments

are given to appropriately skilled personnel;

Helps prepare and submit time, activity and equipment reports and records;

Helps insure mud, snow and ice are removed from solid waste road and pedestrian areas;

May make recommendations to management relating to the operation and direction of County Solid

Waste Facility;

Operates heavy motor equipment, as needed;

Performs other assigned tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the practices, equipment, terminology and safety precautions of solid waste disposal activities; good knowledge of the practices and procedures used in operation of transfer stations, including weighing, and recording procedures; a knowledge of recycling practices and processes; ability to plan and supervise work of others; ability to understand and carry out oral and written directions; ability to compile and prepare activity reports and records; reliability; initiative and resourcefulness; mental alertness; honesty; courtesy; and tact.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Civil Engineering, Mechanical Engineering, Sanitary Engineering, or Environmental Studies, and two years of experience in solid waste or construction work including operation of

heavy equipment, one year of which shall have been in supervisory capacity; or

(B) Six years of experience in solid waste disposal and recycling.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of an appropriate NYS Motor Vehicle Operator's license.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 7/12/96
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised in SC Personnel Classplan 11/21/19
Revised in Classplan: 10/26/2022
Revised and Replaced in Classplan: 10/18/2024 (Edu)