

**LANDFILL SUPERVISOR**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervising and inspecting the operation of a County Landfill, including refuse transfer stations, and the efficient and economic use of work crews and equipment in the disposal of solid waste and the general supervision of the Facilities Superintendent in accordance with operational policy and plans promulgated by the Director of Solid Waste, with leeway for executing specific projects. Supervision is exercised over subordinate skilled laborers.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

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

The landfill scale house, 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;

Supervises Landfill, Recycling and Transfer Station personnel;

Instructs subordinates in the proper and safe operation of equipment, correct landfilling

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procedures scale house and transfer station operations, proper sorting of recyclables;

Prepares a monthly work schedule based on a seven day work week insuring work assignments are given to appropriately skilled personnel;

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

Makes recommendations to management relating to the operation and direction of County Solid Waste Facility;

Operates heavy motor equipment, as needed;

Performs other tasks as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the practices, equipment, terminology and safety precautions of solid waste disposal activities; thorough knowledge of the practices and procedures used in operation of transfer stations, including billing, weighing, and recording procedures; a good 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 record; reliability; initiative and resourcefulness; mental alertness; honesty; courtesy; and tact.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Bachelor's Degree in Civil, Mechanical, Sanitary, or Environmental Studies, and two (2) years of experience in solid waste or construction work including

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- operation of heavy equipment, one (1) year of which shall have been in supervisory capacity; or
- (B) Six (6) years of experience in solid waste disposal of which two (2) years shall have been in supervisory capacity; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.