



Landfill Manager

Solid Waste

JOB SUMMARY

This position is responsible for managing the city's landfill operations.

MAJOR DUTIES

- Ensures landfill operations are in compliance with state and federal environmental regulations.
- Assists engineers and geologist with planning and design of operational criteria for active and closed landfill sites.
- Oversees the layout and construction of new cells for waste disposal, including grading, staking, vertical survey, and erosion control and grassing.
- Resolves customer complaints and concerns.
- Schedules and performs methane monitoring.
- Prepares all required Georgia Environmental Protection Division (EPD) reports.
- Oversees the routine maintenance of equipment.
- Fabricates parts; welds, cuts or rebuilds machinery; builds or fabricates new support items for waste collection, recycle and roll-off truck operations.
- Operates a variety of heavy equipment, including dozers, excavators, track loaders, off-highway trucks, compactors, motor graders, and tractors.
- Reviews blueprints for engineering design flaws or omissions.
- Manages the purchasing of parts and supplies.
- Manages budgeted funds.
- Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of landfill management procedures and methods.
- Knowledge of state and federal environmental regulations related to landfill management.
- Knowledge of budget management principles and practices.
- Knowledge of supervisory principles and practices.
- Knowledge of records management principles.
- Knowledge of equipment maintenance principles.
- Knowledge of computers and job related software programs.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the operation of heavy equipment, trucks and machinery.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the interpretation and analysis of data and in the preparation of related reports.
- Skill in the supervision of personnel.

SUPERVISORY CONTROLS

The Solid Waste Director assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports and observation of division activities.

GUIDELINES

Guidelines include city policies and procedures, state and federal environmental regulations, city personnel policies, and safety procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and technical duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to manage the operation of the city's active and closed landfills. Successful performance helps ensure the safe and efficient delivery of all services and ensures compliance with state and federal regulations.

CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed officials, state regulators, engineers, geologists, attorneys, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Heavy Equipment Operator – Landfill (4), Scale Attendant (1) and supervises assigned inmate laborers.

MINIMUM QUALIFICATIONS

- High School diploma or GED.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain State of Georgia certification as a Certified Landfill Operator.