

Sevier County Job Description



Title: Landfill Supervisor	Department: Landfill
Grade: 23	FLSA Status: Exempt
Job Code: 150	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

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.

SUPERVISION RECEIVED

Works under general direction from the Sevier County Commission and general supervision of the County Executive.

SUPERVISION EXERCISED

Provides close to general supervision to Landfill Operator(s).

ESSENTIAL FUNCTIONS

- Manages the ongoing operations of the county landfill program;
- Oversees and participates in the planning, designing, engineering, construction and maintenance of pits;
- Assures operational compliance with federal codes and regulations (CERCLA, RCRA, FIFRA, NEPA, SWANA, 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;
- Administers fees and directs fee collection practices;
- Receives and processes public complaints;
- Determines effective solutions;
- Trains employees on federal codes and regulations;
- 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;
- Prepares and administers operating budget;
- Understands and can implement accounting and billing processes to assure accuracy and completeness of billings and deposits;
- Assures all equipment purchases, requisitions, supplies and materials conform to county needs and goals;
- Assists HR with recruiting, hiring, discipline, and dismissal of department employees;
- Regularly monitors performance and provides coaching for performance improvement and development;
- Delegates or assigns personnel to maintain scheduled operations;
- Conducts employee training and ensures proper certification;
- Oversees safety program, monitors operations for compliance with safety guidelines;
- Ensures proper disposal of waste, the control of asbestos and various hazardous materials;
- Monitors for contaminated soil and ensures prevention of buildup of methane gases;
- Oversees and performs continued maintenance of landfill sites and equipment;
- Acts as a mechanic to complete various preventative maintenance routines and service.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from high school or equivalent plus two (2) years of specialized training related to essential aspects of the position and general administration, plus six (6) years of experience in the operation and maintenance of heavy equipment and other duties related to landfill operations, with two (2) years in a position equivalent to that of a foreman or crew leader.

*An equivalent combination of education and experience may be considered.

2. Knowledge, Skills and Abilities:

Considerable knowledge of

- Engineering specifications and methods of constructing landfill sites and drainage systems;
- Principles and techniques of supervision;
- Budget development and billing procedures;
- 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.

Skill in

- Interpersonal communications.

Ability to

- Communicate effectively verbally and in writing;
- Ability to plan, organize, and direct the operations of a county landfill;
- 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.

3. Special Qualifications:

- Must possess a valid Commercial Drivers License (CDL).
- Must be able to pass ICC physical and maintain medical certificate.
- Must be able to comply with applicable county and departmental policies and safety standards and wear required personal protective equipment.
- May be subject to contact 24 hours a day, 7 days a weeks for emergency.
- Resident of Sevier County.

4. Work Environment:

- Essential functions generally performed in both indoor and outdoor work environments.
- Daily exposure to hazards commonly associated with landfill operations.
- Tasks require various physical activities, generally nominal muscular strain, such as lifting, walking, standing, stooping, reaching, etc.
- May be required to lift and/or pull up to 100 to 125 pounds.
- Communication, hearing and seeing essential in performance of daily tasks.
- Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking, guided and creative problem solving.
- Frequent travel required in the normal course of performing daily functions.
- Occasional exposure to weather extremes and environmental conditions typical of solid waste landfill operations.
- Exposure to bio-hazards and chemicals possible due to unknown materials brought in loads to land fill.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. 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.

I _____ have reviewed the above job description. Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)