

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Landfill Supervisor</u>
Sch.& Grade	<u>CTL-17</u>
Class Code	<u>GN08</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Series	<u>Maintenance</u>

PRIMARY PURPOSE:

To perform skilled front-line management of the daily operations of the sanitary landfill and of landfill development, construction and closure related activities.

SUPERVISION:

Under the general supervision of the Superintendent of the Solid Waste Management or the Professional Engineer assigned to the Solid Waste Management Division. Provides direction to all landfill employees including equipment mechanics, equipment operators, truck drivers, maintenance workers, scalehouse operators, and laborers.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans and directs the work of all employees engaged in the disposal of solid waste and construction activities at the sanitary landfill, evaluates their performance and provides training and development as required.
2. Supervises the operation of solid waste disposal at the sanitary landfill and the maintenance of landfill equipment.
3. Supervises the construction and development of new landfill cells, and proper closure and maintenance of completed cells.
4. Supervises the scalehouse operations daily where incoming waste is weighed, fees determined, collected, and deposited.
5. Supervises the handling of special waste.
6. Plans, researches and recommends various operational issues related to the continuous improvement of services and delivery of services at the landfill.
7. Interacts daily with general public and landfill customers, answers questions and complaints from the public concerning the sanitary landfill.
8. Prepares reports and maintains records relating to landfill operations and equipment maintenance.
9. Prepares and maintains records relating to personnel and payroll.
10. Periodically operates heavy construction equipment and haul trucks based on workload demands.
11. Reads and interprets construction plans to ensure that landfill is constructed to Department of Natural Resources approved engineering plans.
12. Determines correct elevations and site layout using surveying equipment.
13. Ensures safety to the public and personnel on landfill property.
14. Enforces city ordinances, state and federal laws and regulations related to sanitary landfill operations.
15. Administers and manages all commodity and contractual services and resupplying of those services.
16. Provides key input in the preparation, administration, implementation, and monitoring of the landfill annual budget.
17. Determines requirements and specifications for the acquisition of new and replacement equipment for the landfill.
18. Ensures compliance with all environmental laws, regulations and facility permits that are applicable to landfill operations, including leachate management, stormwater management, and landfill gas management.
19. Maintains records and logs in accordance with state laws and regulations.

IMPORTANT FUNCTIONS:

1. Attends professional development seminars, training, and conferences as required.
 2. Utilizes computer software applications for word processing, spreadsheet, database, and special applications.
- Performs related work as required.*

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

In-depth knowledge in the operation and management of sanitary landfills. Knowledge of all applicable governmental laws and regulations, including City, County, State, and Federal; heavy equipment selection, operation, maintenance, and safety; stormwater, leachate, and landfill gas management issues. Working knowledge of geology, soils, hydrology, chemistry, meteorology, agronomy, heavy civil engineering construction materials and methods.

Abilities

Effectively supervise subordinates in the safe, effective, and efficient operation, construction, and maintenance of a sanitary landfill; keep abreast of and interpret environmental laws and regulations; keep landfill in compliance with all applicable governmental laws, regulations, and permit conditions; operate and maintain heavy equipment and instruct, train, and monitor subordinates in the operation and maintenance of equipment; plan daily and long-term operations and objectives; manage heavy civil and other construction activities in an effective, efficient and safe manner; deal effectively with the public, regulators, consultants, and city staff; operate surveying equipment, computer applications, calculators, nuclear density gauge, environmental sampling equipment, water quality testing equipment, gas testing equipment, welding equipment; follow oral and written instructions; present an overall professional image; prepare clear and comprehensive reports; model and promote acceptance and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

A minimum of seven years experience in sanitary landfill operations or in heavy civil construction industry with a minimum of four years supervisory experience in operation of a sanitary landfill or other heavy civil construction projects. Advanced study and certification in various technical, environmental, and operational aspects of sanitary landfill development, operation, monitoring, and closure preferred.

Physical Requirements

Must be able to perform equipment operation and repair, and operate a variety of tools, controls and construction activities. Performs bending, squatting, kneeling, and reaching to both ground level and overhead. Lifts and carries up to 100 pounds; pushes and pulls up to 150 pounds; holds and grips objects in awkward positions. Specific vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Requires ability to communicate in person, over the telephone or two-way radio or other communication devices. Must be able to operate a computer keyboard and mouse.

Working Environment

Both indoor and outdoor working environment with exposure to dust and pollen and a variety of extreme weather conditions; subject to health risks when working on or around equipment and landfill operations; susceptible to mechanical hazards, electrical shock, disease, hazardous chemicals and solvents as well as other safety hazards associated with landfill operations, construction, and maintenance. Works in confined spaces. Subject to prolonged periods of standing or sitting.

Licensing/Certification

Solid Waste Technician Certificate required within six months of employment. Manager of Landfill Operations (MOLO) Certification issued by the Solid Waste Association of North America (SWANA) required within six months of employment. Valid Missouri State drivers license required. Class A Commercial Drivers License required within six months of employment.

Miscellaneous Requirements

Subject to emergency call-in; may be required to work weekends, holidays, and overtime.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 5188
Comments:	Updated Abilities	Date: June 3, 2002

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.Signed:

Name _____ **Date:** _____