

Uintah County

Job Description



Title:	Landfill Manager	Code:	111
Division:	Administration	Effective Date:	3/07
Department:	Landfill	Last Revised:	3/07
FLSA Cat:	Exempt	Pay Grade:	31

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 the broad policy guidance and direction of the County Commissioners.

SUPERVISION EXERCISED

Provides close to general supervision to Landfill Operator(s) II and I and Scale House Operator(s).

ESSENTIAL FUNCTIONS

Manages the ongoing operations of the county landfill program; oversees and participates in the planning, designing, engineering, construction and maintenance; assures operational compliance with federal codes and regulations (CERCLA, RCRA, FIFRA, NEPA, 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; establishes fees and directs fee collection practices; receives and processes public complaints; determines effective solutions; 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; assures proper insurance coverage's for equipment and staff; assures proper coverage for liability, errors and omissions.

Collects and organizes data utilized in development of department budget; prepares proposals and recommendations for operating budget; sets up budget accounts and monitors departmental expenditures to assure compliance with budget limitations and goals; administers county budget and directs procedures to assure compliance with established fiscal guidelines; cooperates with auditor in the performance of annual internal audit; reviews billings for accuracy and completeness; assures all equipment purchases, requisitions, supplies and materials conform to county needs and goals.

Recruits, hires, disciplines, and dismisses department employees; delegates or assigns personnel to maintain scheduled operations; oversees the training and certification of personnel; oversees safety program.

Operates computer as needed to access county property database information; locates property improvement information as needed to determine changes in service areas and demands upon the solid waste collection service and landfill utilization; makes long-term projections based upon growth and system history.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school plus two (2) years of specialized training related to environmental technologies, hazardous waste, landfill management, general administration and other essential aspects of the position provided through professionally sponsored workshops, seminars, college or vocational studies or in-service;

AND

B. Five (5) years of experience in the operation and maintenance of landfill operations;

OR

C. An equivalent combination of education and experience.

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 control programs; 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, negotiations and conflict resolution, technical writing and grantsmanship.

Ability to communicate effectively verbally and in writing; ability to plan, organize, and direct the operations of a county; 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 be bondable. Must be or become a Certified Landfill Manager through the Solid Waste Association of North America (SWANA). Must be certified in hazardous waste screening.

4. Work Environment:

Essential functions generally performed in a controlled work environment. Tasks require various physical activities, generally nominal muscular strain, such as lifting, walking, standing, stooping, reaching, etc. 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.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. 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)