

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: LANDFILL GAS PLANT SUPERVISOR

REPORTS TO: MANAGER OF LANDFILL GAS SYSTEMS

JOB CLASS: NON-EXEMPT

LOCATION: CHERRY ISLAND LANDFILL

PURPOSE: The purpose of this position is to oversee the day-to-day operations of the Cherry Island landfill gas plant and flare station in accordance with DSWA policies, all applicable contracts, permits, and safety procedures.

JOB DUTIES

ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Oversees and operates the landfill gas plant in a safe and efficient manner.
- Schedules and supervises plant staff.
- Troubleshoots equipment, and oversees, schedules, and assists in maintenance repairs; ensures the preventative maintenance program is being followed; performs required O&M as needed to a variety of machinery including (but not limited to) air coolers, compressors, coalescing filters, oil/water separator, refrigeration skid, pumps, flares, GC, flowmeters, and.
- Coordinates operations with operators and other DSWA (LFG collection) staff.
- Coordinates with subcontractors as necessary to complete required tasks.
- Maintains operations logs as needed.
- Maintains permit compliance with appropriate testing, reporting and recordkeeping.
- Maintains DOT pipeline compliance through performance and recordkeeping.
- Generates purchase orders.
- Conducts weekly safety meetings.
- Perform visible emission observations.

ADDITIONAL DUTIES:

- Must be available to be on call as necessary
- Ensures employees wear their proper protective equipment.
- Assigns schedules and approves time cards.
- Prepares the monthly report.
- Maintains the spare parts inventory.

- Counsels and disciplines employees.
- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Requires a high school diploma or equivalent, 10 years of experience in a mechanical, electrical or industrial field and 2 years of supervisory experience.

Must possess a valid driver's license and First Aid and CPR certification. (Certification training provided by DSWA)

Note: This is a safety sensitive position and requires drug testing as a condition of employment.

Knowledge, experience, and ability to repair and maintain tools, equipment, and machinery. Knowledge of the hazards and safety precautions associated with this position. Knowledge of landfill gas processing equipment and operating procedures. Experience in operating industrial processing equipment. Knowledge of permit requirements and compliance record keeping. Ability to communicate effectively orally and in writing. Leadership and organization skills. Able to motivate employees and also discipline them if needed. Ability to create spreadsheets. Ability to make adjustments to the process to maintain compliance. Math skills, able to calculate percentages and averages. Perform required maintenance on equipment as needed. Ability to repair and maintain tools, equipment and machinery.

Physical Requirements:

This position requires standing, walking, sitting, reaching with hands and arms, talking or hearing.

This position requires lifting up to 50 pounds.

The position requires: Close vision (clear vision at 20 inches or less). Distance vision (clear vision at 20 feet or more). Color vision (ability to identify and distinguish colors). Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point). Depth perception (three-dimensional vision, ability to judge distances and spatial relationships). Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Position risks exposure to indoor environment, outdoor environment, noise, extreme temperatures, vibration, moisture and/or humidity, dust, fumes, gases, electrical hazards, mechanical hazards, chemical hazards, explosive hazards, and burn hazards.

SIGNATURES

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

SUPERVISOR

DATE

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

HUMAN RESOURCES

DATE

I have read this description and understand the major responsibilities, requirements, and duties of this position.

EMPLOYEE

DATE

Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.